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Mission and Scope of Program

Community Education at Allan Hancock College complements and expands the activities of the college to meet the dynamic educational, cultural, and life-enrichment needs of the community.

Community Education encompasses a wide variety of programs and services. Over 200 noncredit course sections are offered in ten state-approved categories:

- Adult Basic Education
- Citizenship / Immigrant Education
- English as a Second Language
- Family and Consumer Sciences (Home Economics)
- Health and Safety
- Parenting
- Programs for Disabled Adults
- Programs for Older Adults
- Short-Term Vocational
- Workforce Preparation

The courses in these noncredit categories are offered free of charge to students and are supported by state apportionment funding. Noncredit courses are open to any person who can benefit from instruction and is 18 years or older or a high school graduate.

In addition, fee-based (self-supported) courses, College for Kids classes, and community services events, including seminars, workshops, and cultural performances, are offered for academic and cultural enrichment.

NON-DISCRIMINATION STATEMENT

Allan Hancock College is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against regardless of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.
Dean’s Message

Welcome to Community Education at Allan Hancock College (AHC). We hope this resource guide can further acquaint you with the program and answer some of your questions.

Community Education enrolls approximately 21,000 students (duplicated enrollment) annually in a variety of noncredit and fee-based classes offered in the five major geographical areas of the college district: Santa Maria, Lompoc, Santa Ynez Valley, Guadalupe, and Cuyama. As a noncredit instructor, you are a provider of valuable educational experiences to our students and are a representative of AHC’s Community Education program.

Our commitment to excellence and quality programming is reflected in the variety of course offerings in each of the program areas within noncredit education. We strive to be responsive to the diverse social, cultural, and economic needs of the community. Meeting these dynamic educational needs requires dedicated and innovative faculty. We welcome your suggestions for program improvement and new course offerings (Appendix W). We also appreciate your commitment to our students in making each learning experience rewarding and thank you for being part of the Community Education team.

Regards,

Ardis L. Neilsen, M.A., Ed.
Dean, Academic Affairs
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myHancock Portal

The myHancock portal is a gateway to all college web-based services. The portal allows access to class rosters, web mail, district forms, multimedia requests, and other useful tools. Based upon your login, the portal recognizes your role (i.e., student, faculty, staff, etc.) and displays tabs and channels accordingly. You can access the portal 24/7 both on and off campus from any computer with an Internet connection. The portal login page can be found by clicking the myHancock button in the top right corner of the www.hancockcollege.edu home page. If you do not know your user name or password, please call 922-6966, ext. 3345 or email the ITS helpdesk at helpdesk@hancockcollege.edu. All Community Education (CE) faculty members are required to gain access to the portal. If you would like to attend myHancock portal training, please email Anna Rice at arice@hancockcollege.edu.

Attendance and Rosters

The college receives state funding for noncredit courses based on the number of hours each student attends class. Therefore, it is critical to accurately record student attendance hours and submit completed paperwork by the monthly deadline, the 7th of each month. **Faculty who do not submit rosters and sign-in sheets on time risk both having their classes cancelled at any time in the semester and risk not being scheduled to teach in the following semester.** Students should be encouraged to attend every class meeting to benefit from the continuity of instruction and avoid a mid-semester class cancellation due to low attendance.

**Class Roster:**

The *Class Roster* can be accessed through the myHancock portal via the Faculty tab. For instructions on accessing class rosters, see Appendix A. Faculty are responsible for printing class rosters each month. The roster lists the names of students who have registered up to the day the roster is printed. Students who register between the time the roster is printed and the first day of class will not appear on the roster. Only students who are listed on the roster are officially registered.

Please call roll using the class roster, so that you can determine who has not yet registered. Instruct those students whose names do not appear on the roster to register online
or go to Community Education (building S) to complete the *Community Education Admission Application and Registration* forms. Please keep a supply of the preceding forms with you in the classroom to ensure registration compliance. After the student completes the admission application and registration form, (1) add the student’s name and the last four digits of the student’s social security number or student I.D. to the class roster. **DO NOT use the class roster as a sign-in sheet.** (2) Make sure that new students also print their names and initial the appropriate date column on the yellow *Sign-In Sheet*. (3) If the class is full, sign and date in the *For Instructor Use Only* box on the registration form. Please see page 8 for additional admission and registration information.

**Recording Student Attendance:**
After each class session, record (on the class roster) the number of hours each student attended. See sample attendance roster [*Appendix B*]. Write the dates of each class meeting for the current calendar month only at the top above the weekday. Adjacent to each student’s name and I.D., indicate the hours attended for each class date. Then, for each student, total the hours he/she attended for the month next to the student I.D. in the column labeled ‘Total.’ Print a new class roster each month, which will reflect new student registrations.

**Sign-In Sheets:**
Prepare the sign-in sheet by writing the dates of all classes that meet for that month only. **Do not mix dates from multiple months on a sign-in sheet.** On the first day of class, request that all students print their names on the yellow *Sign-In Sheet* [*Appendix C*]. Thereafter, at each class meeting, students should simply initial next to their name under the appropriate class date. To accommodate larger classes, additional yellow sign-in sheets are available online ([www.hancockcollege.edu/communityeducation](http://www.hancockcollege.edu/communityeducation) under Faculty Resources) or in the Community Education mailroom.

**Submitting Paperwork:**
Before the 7th of each month, for each course taught, paper clip together and turn in: (1) the yellow sign-in sheet and (2) the class roster for the previous month in the *Rosters & Attendance* basket located in the instructor resource area of the office. Remember to sign your
roster. If the office is closed, please place the paperwork in an envelope and submit it through the mail slot located next to the bldg. S main entrance front door.

* * * PLEASE REMEMBER * * *

Class rosters contain personal identification information and should be kept confidential. DO NOT allow students to record their hours on this sheet.

### Admission and Registration

**New students** must submit the Community Education *Admission Application* (Appendix D) and *Registration Form* (Appendix E). **Continuing and returning students** submit the *Registration Form* only. Students may apply for admission and register online, by mail, FAX, or in-person at the Community Education office (bldg. S) prior to the first class session, or at the first class meeting, if space is available. Each student who is not listed on your class roster and has not registered needs to complete a *Community Education Admission Application and Registration Form* prior to attending class or at the first class meeting. If a student is already enrolled in other classes in the current semester, he/she may complete the shorter *Community Education Add/Drop Form* (Appendix F). These forms are available in the instructor resource area of the Community Education office. They are also available at the Lompoc Valley, VAFB, and Solvang Centers and online at [www.hancockcollege.edu/communityeducation](http://www.hancockcollege.edu/communityeducation) under Student Forms.

Bring or mail the completed forms to Community Education, bldg. S, within 24 hours of the first class meeting for processing. Once processed, students can be added to your permanent roster. It is important that you submit additional student registration forms immediately. Please place them in the “Completed Registrations” basket in the instructor resource area of the Community Education office. Students must fill out the required form(s) completely in order to attend class. Incomplete forms will be returned to the student. Auditing is not permitted. Students must be 18 years of age or older or a high school graduate to enroll in Community Education classes.
Registration ends one month prior to the last day of each semester. Students who wish to add during the last month should be instructed to enroll in the next semester.

**Class Drops**

If a student misses three consecutive class meetings during the semester without notifying the instructor, the instructor may drop the student from class. No refund will be given. Please complete a Community Education Add/Drop Form. Before dropping a student, check with the Community Education office. Students should not be dropped from certificate-eligible courses unless they request to be dropped.

**Class Size**

Classes must have a **minimum initial enrollment of 15 students**. Maintaining this average student attendance is essential for responsible fiscal management.

On the first day of each class, complete a green *First Class Meeting Attendance Report* (Appendix G). Within 24 hours of the first class meeting, return the report to the Community Education office, or fax to 352-1046.

To help maintain the minimum average, please apply the following procedures:

1. If fewer than five students attend the first class meeting, cancel the class and encourage the students to enroll in other classes. Let the office know of your action and the rationale.

2. If attendance in the first class session is between five and ten students, and you have reason to believe that enrollment will increase to fifteen before the next session, inform your students that there is still a chance of cancellation, but that you will meet the next session. Encourage students to invite others who might be interested in the subject to enroll and attend the next class meeting.

3. If in doubt as to how to proceed, call the Community Education Coordinator at ext. 3492 to discuss the possibilities before the next class session. You will be paid for the actual number of hours of classroom instruction completed; however, please show good judgment in determining whether to meet the second class session.

4. If at any time during the semester, your noncredit class attendance drops below 15 students for two consecutive sessions, it is your responsibility to call the Community Education Coordinator promptly for direction. Low attendance classes may be cancelled.
Instructional Supplies

If you teach a class that requires special instructional supplies and equipment, complete an Instructional Equipment and Supplies Request Form (Appendix H) and return it to the dean for review. If approved, office staff will complete a purchase request. Instructors must have prior written approval before any purchase is made. General office supplies, pencils, pens, and notebooks are not supplied to instructors by the college.

Materials Fees

Materials fees cover costs of any materials a student must possess in order to achieve the required course objectives, i.e., food for cooking classes, flash drives/CDs for computer labs, or art supplies for an art class. Instructors who wish to charge a materials fee for class supplies must complete a Course/Instructional Material Fees Request Form (Appendix I). Please discuss your request with the coordinator before completing the form. Completed request form(s) should accompany your letter of intent for the upcoming semester. All fees are subject to the approval of the dean and VP of Academic Affairs. Textbooks cannot be required, but can be recommended for purchase.

Faculty Information

Qualifications for Teaching in the Noncredit Program

Community Education instructors are required to meet minimum qualifications, or equivalency criteria, as established by state law. Minimum qualifications and equivalency requirements vary for each authorized program area. Please contact the Community Education Coordinator, Elaine Healy (x3492) for more information or visit the Community Education webpage for minimum qualifications and equivalency requirements: http://www.hancockcollege.edu/communityeducation How Do I Teach for Community Ed.
Faculty Load

Community Education faculty may not exceed .67 of a full-time load. This equates to approximately 24 class hours per week. If you also teach credit classes or are considering teaching credit classes, please inform Christy Lopez, ext. 3242, to ensure that you do not exceed load.

Assignments

For each semester that an instructor is hired to teach, a new Notice of Assignment (Appendix J) must be signed and returned in an envelope to Christy Lopez in bldg. S. Place the envelope in the basket located on the wall next to the administrative secretary’s work area. The basket is labeled “Signed Contracts.” The Assignment indicates the hourly rate, the total hours of employment, the number of monthly payments, and the compensation for each pay period.

Class Time

Classes should begin and end at the time indicated on your Notice of Assignment with break times flexible enough to allow students to receive the greatest benefit. When teaching, each 60-minute contracted clock hour is a 50-minute teaching hour, (i.e., a one-hour class scheduled from 5 to 6 pm would begin at 5 pm and end at 5:50 pm). Classes are allowed a 10-minute break per hour of instruction.

Instructor Absence / Sick Leave

If you will be absent from class, please call the Community Education office as soon as possible (ext. 3209). Substitutes are not typically hired for short-term instructor absences. If a long-term absence is anticipated, please contact the CE Coordinator or Dean as soon as possible. The substitute must be someone who is already teaching for AHC in the same academic discipline.

The Allan Hancock College Faculty Resource Guide states that, “all classes are to be held at the announced times for the entire length of the period and in their regularly designated rooms.” Instructors are not allowed to make up days or switch teaching days to accommodate an absence without prior approval from the dean.
Instructors who have been absent must complete the Leave of Absence Request/Report Form (Appendix K) within three days of the absence. If the instructor is ill and has sufficient sick leave accrued, he/she will be paid for the class. Sick leave is accrued on the basis of one hour of sick leave for every 16.5 hours of instruction. Personal necessity leave is approved for emergencies only and may be counted against accrued sick leave. A written request to authorize personal necessity leave must be sent to the Dean of Community Education indicating the reason for the leave.

Vacations:

Instructors are expected to schedule their vacation days between semesters or during holidays and breaks. Please inform the dean of any vacation you have planned prior to signing your contract. Indicate these requests on your letter of intent, when possible. A decision will be made on a case-by-case basis whether you will be scheduled for that semester.

Evaluations

All new noncredit instructors may be evaluated by students during their first year of teaching. Continuing instructors may be evaluated at least once every three years or as deemed necessary by the dean. Generally, evaluation forms are completed on or after the midpoint of a course. For example, instructors of an eight-week class would be evaluated during or after the fourth week of class. The dean, or another faculty member may observe new or continuing instructors in their classrooms. Instructors will generally be notified prior to a classroom visitation.

Prior to evaluation, you will receive a packet containing copies of the Noncredit Student Evaluation of Instruction Form (Appendix L) with instructions. Ask one of your students to:

1. Distribute the forms to the other students. You must leave the room while students complete the evaluation, but remain nearby.

2. Collect the completed forms, place them in the envelope provided, and seal the envelope. The student should sign his/her name across the seal.
3. **Return** the envelope and any other evaluation materials to the Community Education office, bldg. S, Santa Maria campus ASAP. If the class takes place off-campus, the instructor may return the sealed evaluation packet.

Evaluations are available for faculty review two weeks after the class ends.

**Volunteers**

Prior approval by the district is required before a volunteer may assist in the classroom. Each volunteer must complete a [Volunteer Request Form (Appendix M)](http://myHancock), available online at myHancock. Forms must be completed at least a month prior to the date that the volunteer’s assistance is needed. A tuberculin (TB) skin test is required. Volunteers may not be used to fill positions that would normally be held by a paid employee.

**Facilities Use**

When a room or other college facility is needed for activities outside of regularly scheduled classes, permission to use the space for such an activity must be obtained from the Student Activities Coordinator. An [Application and Agreement for Use of College Facilities](http://myHancock) form must be completed indicating the planned use of the facility, equipment needs, facility set up, and various other items of information related to the activity. Appropriate forms and further information may be obtained from the Student Activities office.

**Field Trips**

All field trips must have prior approval by the dean. Instructors who want to schedule field trips for their students to view and/or study materials and activities located away from the assigned classroom should not make these trips mandatory; student participation in any field trip is optional.

Instructors should submit their requests by completing the [Request for Field Trip Approval Form (Appendix N)](http://myHancock) to the dean at least two weeks in advance of the field trip. After the request is approved, the instructor must inform the class where and when the optional field trip will take place.
place. Please post a Community Education approved sign on the classroom door, so students who go to the classroom will be directed to the field trip site. Each student must complete an **Acknowledgement and Assumption of Potential Risk Form (Appendix O)** in order to participate in a field trip.

Students should provide their own transportation. If students want to carpool, arrangements should be handled exclusively by them and not by the instructor. Field trips are not considered to be a college-sponsored activity. Due to liability issues, neither the instructor nor the college is responsible for student transportation. Attendance is reported for the field trip if it replaces a regularly scheduled class session. (See Board Policy AP 4300 for more information).

**Campus Email / AlertU**

In an effort to provide all staff with the most up-to-date information in a cost efficient manner, the college distributes correspondence electronically via email. As an instructor, an AHC email address will be provided during the mandatory Human Resources new employee orientation. Faculty should check their AHC email address regularly as this will be the primary means of receiving all communications from the college. If you do not know your email address and/or password, please contact the ITS helpdesk at helpdesk@hancockcollege.edu or 922-6966, ext. 3345.

AlertU is an emergency SMS text alert notification system designed to send text messages to students, faculty, and staff during a campus emergency. AlertU allows school administrators to send text alerts to subscribers’ mobile devices and communicate critical information in real-time. There are no fees for enrolling in the service; however, standard text message rates do apply. To sign-up for alerts, please text AlertU (253788) and reply Y to confirm, or sign-up through the myHancock portal.
Mailboxes

Each instructor has a mailbox labeled with his or her last name; mailboxes are located in bldg. S on the Santa Maria campus. Check your mailbox on a regular basis. Instructors who teach outside of the Santa Maria area can receive correspondence at the Lompoc Valley, VAFB, or Solvang Centers or by mail as requested. Important announcements and part-time faculty association postings are posted on a designated bulletin board in bldg. S, adjacent to faculty mailboxes.

Ordering Textbooks

If you wish to use a textbook in your noncredit class, you must first obtain approval from the Community Education Coordinator. If your request is approved, please complete the faculty textbook order form and obtain the Community Education Dean’s signature. The AHC Bookstore requires orders be submitted at least six weeks in advance. Textbook purchases are optional for noncredit students.

Bookstore Hours:

Monday –Thursday 7:45 a.m. - 6:45 p.m.
Friday 7:45 a.m. - 4:00 p.m.
Santa Maria campus 922-2391 or 922-6966

Tammy York, Director of Bookstore Services ext. 3958
Naomi Suniga, General Merchandise Buyer ext. 3960
Ashlen Spence, Textbook Clerk/Web Sales ext. 3959

Publicity

The Spectrum schedule of Community Education classes is our primary promotional marketing source. It can be accessed online at www.hancockcollege.edu/public_affairs/schedules.php. The office of Public Affairs and Publications is responsible for local distribution and mailings of the Spectrum. Copies are also available at Community Education (bldg. S) and at several
community locations. For the most current listing of classes, go online to www.hancockcollege.edu and click Class Search.

The Community Education program is regularly promoted through print, electronic, and social media, as well as postings on the AHC and Community Education websites, and through flyers.

Promotional materials must be reviewed and approved by the Community Education Public Information Specialist, Cordelia Rackley, and the Office of Public Affairs and Publications to ensure accuracy and consistency in the promotion of the college’s programs. This includes flyers, news releases, and electronic media promotion.

Instructors play an integral part in promoting their classes to help increase enrollment numbers. (See Appendix P Publicity Tips for ideas.) Instructors are encouraged to contact Cordelia Rackley, extension 3550, to request (up to 100) flyers and other promotional materials for their classes.

Please contact Cordelia Rackley at crackley@hancockcollege.edu. We welcome student success stories!

Audiovisual/Multimedia Services

Audiovisual equipment is available for classroom use. Request equipment at least four days prior to need. For equipment needed on a weekly basis, submit your request at least two weeks in advance to Multimedia Services. Please complete a multimedia equipment request online on the myHancock portal (https://myhancock.hancockcollege.edu) via the “Work Tools” tab.

Blackboard Course Management Services

The district has selected Blackboard.com for Internet and on-site course management activities. Faculty and students may access course materials from the district’s web site or by going to the myHancock portal.
AHC staff offer training in the use of Blackboard for faculty. Contact Anna Rice, Internet/distance learning technician at ext. 3320 or arice@hancockcollege.edu for additional information or assistance in using Blackboard.

**Photocopying**

Request for photocopies must be submitted online to Campus Graphics. Faculty must register to use the online ordering system. To register, visit the Printshop Pro WebDesk site (https://printshop.hancockcollege.edu) and select click here to register. For instructions on online ordering, review the Campus Graphics Online User Guide located at the website address listed above. The recommended photocopy limit for each class is two copies, four sides, per student at each class meeting. If your request exceeds this limit, please contact the Community Education Coordinator. In building S, the photocopier limit is 200 copies per semester.

Plan ahead when ordering photocopies, since Campus Graphics’ turn-around time is two days. All orders will be approved online by a Community Education staff member. Instructors are responsible for picking up their orders from Campus Graphics.

**Campus Graphics Location /Hours:**
Bldg. H (west end of building)
805-922-6966, ext. 3447

Monday -Thursday 7:30 a.m. - 9 p.m.
Friday 7:30 a.m. - 4 p.m.

**Copyright (Photocopying)**

The District adheres strictly to all copyright regulations and guidelines, including the TEACH Act, the Digital Millennium Copyright Act, and Title 17 of the US Code governing fair use in education. In general, educators may make copies of a magazine article or chapter from a book for use in classroom teaching, but there are limitations. Photocopies may not substitute for the purchase of a "consumable" item, such as a workbook and may not be done for the purpose of avoiding purchase of an entire text. It is expected that instructors will obtain written permission of the copyright holder for copying which exceeds that permitted by federal law.
For more information on how to obtain permission to use copyrighted materials, contact the Dean, Library and Learning Resources at x3475. For more information on fair use, see the copyright section under Campus Graphics in this guide.

Captioning (Videos / DVDs)

In compliance with the Americans With Disabilities Act and the 2002 directive from the Chancellor’s Office, all media used for instruction must be captioned or subtitled. This includes videos and DVDs, whether streamed online or shown in a class setting. Instructors should look for captioned or subtitled media when considering purchases. If an essential instructional item is not available captioned, contact the accessibility specialist in Learning Assistance at ext. 3274 for information on how the district can assist you with captioning.

Learning Resources Center

Noncredit students and faculty may use any resources available in the Learning Resources Center (library). This includes the privilege of checking out books. Students who wish to check out books must have a current AHC I.D. card. Noncredit faculty must show evidence of current employment by the college, i.e. staff ID.

Student I.D. Cards

Noncredit Community Education students are eligible to receive a student identification card with or without a photo. Students may obtain a non-photo I.D. card free of charge or a photo I.D. card for $2 from the Community Education office. I.D. cards are valid within an academic year, June-May.
Policies

Students Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) imposes limitations on the release of certain information contained in student records. At no time should an instructor release student record information to any person other than the student himself/herself; parents and other family members are not allowed to access student information. Please contact the Director of Admissions and Records for further information should the need arise (x3323).

Currently enrolled students may request that information about them be kept confidential. An “Authorization Not to Release Information” must be filed in the Admissions and Records office within the first two weeks of a semester. In the absence of having this form on file, the college may release certain directory information to persons or agencies requesting such information (per Board Policy 6910 and Administrative Procedure 6910.01 Student Records and Directory Information).

Standards of Student Conduct

A student enrolling in Allan Hancock College may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. Therefore, appropriate conditions and opportunities must be provided for all students to pursue their education within a safe and secure environment. As members of the college community, students should be encouraged to develop the capacity for critical judgment; to engage in sustained and independent search for truth; and to exercise their right to free inquiry and free speech in a responsible, non-violent manner. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation in the same manner and to the same extent as any other person. For additional information regarding student conduct including processes relating to student suspension, contact the vice president, student services at ext. 3267. The Standards of Student Conduct are available on the college Web site -- see Student Conduct Quick Link (BP 5500 and AP5500).
Course Outline of Record

All credit and noncredit courses are required to have an official, Chancellor’s Office approved course outline of record (COR) (Appendix Q). The COR must fully describe the course, and its components must meet the standards described in Title 5 Regulations Section 55002. Courses must be taught by qualified instructors and in accordance with the objectives stated in the course outline of record. For more information on regulations for the course outline of record contact the Community Education Coordinator.

Food/Beverages/Smoking/Pets

Food, beverages, and pets (except for service/guide dogs) are not allowed in the classrooms. Service animals are allowed on campus according to board policy (AHC Board Policy BP 3440).

In the interest of employee health and the general welfare of students and the public, smoking is not permitted in any indoor college facility or in any vehicle owned, operated, leased, or chartered by the district, except as may be required in theatrical rehearsals and performances. Smoking is not permitted within 20 feet of any district building or leased facility and is permitted only in designated areas (AHC Board Policy 3570).

Please leave classrooms in the same condition in which you found them. If you need to move furniture to conduct a class session, please reconfigure the room to the former arrangement.

Counseling

The noncredit counseling office provides counseling and matriculation services for students in six noncredit program areas: Adult Basic Education (ABE); English as a Second Language (ESL); Disabled/Adult with Disabilities; Citizenship/Immigration; Parenting; and Short-Term Vocational. Counseling is available to assist students in these programs or those who are interested in transitioning from noncredit courses into credit programs.
Services Provided:

- **Orientation** sessions to acquaint students with the services, facilities, and programs provided by the college.

- **Counseling and advising** to help students identify goals, review student ability, and prepare a Student Education Plan (SEP).

Office Location / Hours:

Noncredit Counseling Program
Building S
805-922-6966, ext. 3740

Call ahead for appointments. Drop-ins are also welcome.

Monday- Thursday: 8:30 a.m. – 7 p.m.
Friday: 8:30 a.m. – 4 p.m.

Emergency Procedures

*Santa Maria Campus:*

- For emergencies (medical or emotional) requiring assistance from campus extensions, dial: 3911 (campus police) or 0 (AHC operator)

- Identify yourself, your location, and the type of emergency. Appropriate help will be sent.

*Lompoc Valley Center:*

- For emergencies (medical or emotional) requiring assistance from campus extensions, dial: 5911 (campus police) or 0 (AHC operator)

- Identify yourself, your location, and the type of emergency. Appropriate help will be sent.

*IF THE SWITCHBOARD IS CLOSED:*

Dial 9-1-1 for an outside operator. Identify yourself, your location, and type of emergency. Appropriate help will be dispatched.
NOTE: All public employees are disaster service workers. In the event of a natural, manmade or war-caused emergency which result in conditions of disaster or extreme peril to life, property and resources, all college employees are subject to disaster service activities as assigned to them by their supervisors.

**Off-Campus Emergency**

Dial 9-1-1 if emergency assistance is required. Identify yourself, location, and nature of emergency. Appropriate help will be sent.

**Accident/Injury**

For a student accident, complete a [Student Accident Report Form (Appendix R)] and submit it to the dean. For an employee accident, contact HR, Holly Barrett (x3314). All accidents should be reported within 24 hours.

**Keys and Access Codes**

Rooms are generally locked and unlocked before class by a custodian, with the exception of high security areas such as computer labs. Requests for keys should be made to Marti Moreno in the Community Education office. With a few exceptions, rooms at off-campus locations are generally opened prior to the scheduled start time of class. If your room is not open, call the Community Education office at ext. 3209, and we will arrange to have the door opened or ask the Community Education office.
that a key be issued to you. If the Community Education office is not open, call Campus Police at extension 3652. For classes which require time for set up, tear down or clean up, contact the Community Education Coordinator to make arrangements for extended time use.

**Building S Access Codes**

If you are scheduled to teach in building S, an access code will be requested for you. The building S access code will be activated and issued by Campus Police just for the time you are scheduled to teach. For security reasons, you should memorize your code and not share it with anyone. Access codes will be deactivated at the end of the semester or when your class ends.

**Workforce Resource Center**

All instructors who teach at the Workforce Resource Center (WRC) will need to contact the WRC staff to request a badge and key. Please contact the WRC/Workforce Investment Act Manager Department Assistant at 614-1275 to request a WRC Security Badge. The Allan Hancock College WRC Open Access Career Lab instructors will be issued building keys. Instructors are responsible for returning keys and badges to the WRC staff when their teaching assignment ends.

**Off-Campus Facilities**

Community Education strives to meet the varied educational, cultural, and life-enrichment needs of the community. To meet the diverse educational needs of residents living in our large college district, many classes (over 50%) are scheduled at off-campus locations.

It has become increasingly difficult to obtain classroom space in the community, so it is important to treat non-Allan Hancock College staff at off-campus sites with an attitude of respect and gratitude. If there are any problems at the off-site location, please contact Marti Moreno at ext. 3286 to resolve issues. We want to make the teaching/learning experience positive for all involved.

Contracts between the off-site facility and the Allan Hancock College District specify dates and times requested. It is important to adhere to the set schedule. If you are scheduled to teach at an off-site location and you cannot meet the class, it is important that you notify the Community Education office as soon as possible. Many facilities charge a fee, so it is important
to monitor time usage. Unfortunately, there are times when the facility’s in-house events take precedence over Allan Hancock College’s scheduled class(es). You will be notified as soon as we are notified of such dates. You can decide if a make-up date is feasible or if we need to cancel the class for the day. When using an off-campus location, please ensure the classroom is left in the order in which it was found. If you have any questions regarding off-campus facilities, please contact Marti Moreno at ext. 3286.

**Parking**

Faculty, staff, and students must purchase a parking permit in order to park at the Santa Maria Campus, South Campus, or Lompoc Valley Center. Parking permits can be purchased from the cashier in bldg. A, Monday through Thursday from 8 a.m. – 4:30 p.m. and Friday 8 a.m. – 4 p.m. Daily parking permits are available at the Santa Maria Campus, South Campus and Lompoc Valley Center for $2.00. There is no charge at the Vandenberg Air Force Base Center, Solvang Center, or the Columbia Business Center (CBC).

**Community Education Office Hours:**

Community Education, Bldg. S  
805-922-6966, ext. 3209

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8 a.m. - 7 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 a.m. - 4 p.m.</td>
</tr>
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**NOTE:** There are periods between semesters when the office is closed evenings. Ask Community Education staff for details.

**Registration/Cashier Hours:**

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# Resource Directory

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<tr>
<th>RESOURCE</th>
<th>CONTACT</th>
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<tbody>
<tr>
<td>Absence Reporting</td>
<td>Christy Lopez</td>
<td>3242</td>
</tr>
<tr>
<td>AHC Campus Police</td>
<td></td>
<td>3652</td>
</tr>
<tr>
<td>Assignments – Noncredit</td>
<td>Christy Lopez</td>
<td>3242</td>
</tr>
<tr>
<td>Attendance Reporting</td>
<td>Anna Quesada-Harrison</td>
<td>3588</td>
</tr>
<tr>
<td>Certificate Program</td>
<td>Noncredit Counseling</td>
<td>3740</td>
</tr>
<tr>
<td>Classrooms (on-campus)</td>
<td>Anna Quesada-Harrison</td>
<td>3588</td>
</tr>
<tr>
<td>Classrooms (off-campus)</td>
<td>Marti Moreno</td>
<td>3286</td>
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<tr>
<td>College for Kids</td>
<td>Marti Moreno</td>
<td>3286</td>
</tr>
<tr>
<td>Community Education Coordinator/</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule Development / New Courses</td>
<td>Elaine Healy</td>
<td>3492</td>
</tr>
<tr>
<td>Community Education Dean</td>
<td>Ardis Neilsen</td>
<td>3325</td>
</tr>
<tr>
<td>Community Education / General Information</td>
<td>Front Desk</td>
<td>3209</td>
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<tr>
<td>Counseling/Student Support (Noncredit)</td>
<td>Dana Valverde</td>
<td>3740</td>
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<tr>
<td>Emergency</td>
<td>AHC Campus Police</td>
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<tr>
<td>English as a Second Language</td>
<td>Ardis Neilsen</td>
<td>3325</td>
</tr>
<tr>
<td></td>
<td>Rosa Olmedo/Marivel Lozano</td>
<td>3768/3596</td>
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<tr>
<td>ESL Resource Instructor</td>
<td>Cinthia Barr</td>
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<td>ESL Outreach</td>
<td>Rosa Olmedo</td>
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<td>Equal Employment Opportunity/Staff Diversity</td>
<td>Kelly Underwood</td>
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<tr>
<td>Fee-Based Classes</td>
<td>Marti Moreno</td>
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<td></td>
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<td>Health Services</td>
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<td>Key &amp; Access Code Requisitions</td>
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<td>Learning Assistance Program</td>
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<td>(Disabled Students Programs)</td>
<td>Rob Parisi</td>
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<td>Media Services</td>
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<td>Kevin Boland (evening)</td>
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<td>Offers of Employment – Fee-Based</td>
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<td>Parking Permits</td>
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<td>Keri Common</td>
<td>3257</td>
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<td>Publicity/Flyers</td>
<td>Cordelia Rackley</td>
<td>3550</td>
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<td>Sexual Harassment/Discrimination</td>
<td>Kelly Underwood, HR</td>
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<th>Page</th>
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<td>Assignments</td>
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<tr>
<td>Attendance and Rosters</td>
<td>6-8</td>
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<td>Audiovisual/Multimedia Services</td>
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<td>Blackboard Course Management Services</td>
<td>16-17</td>
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<td>Campus Email / Alert-U</td>
<td>14</td>
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<td>Captioning (Videos / DVDs)</td>
<td>18</td>
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<td>Class Size</td>
<td>9</td>
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<td>Community Education Office Hours</td>
<td>24</td>
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<td>Counseling</td>
<td>20-21</td>
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<td>Course Outline of Record</td>
<td>20</td>
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<td>Emergency Procedures / Accidents</td>
<td>21-22</td>
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<td>Evaluations</td>
<td>12-13</td>
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<td>Facilities Use</td>
<td>13</td>
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<td>Faculty Load</td>
<td>11</td>
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<td>Field Trips</td>
<td>13-14</td>
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<td>Food/Beverages/Smoking/Pets</td>
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<td>Instructional Supplies</td>
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<td>Instructor Absence / Sick Leave</td>
<td>11-12</td>
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<td>Keys &amp; Access Codes</td>
<td>22-23</td>
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<td>Mailboxes</td>
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<td>Materials Fees</td>
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<td>myHancock Portal</td>
<td>6</td>
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<td>Off-Campus Facilities</td>
<td>23-24</td>
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<td>Ordering Textbooks</td>
<td>15</td>
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<tr>
<td>Parking</td>
<td>24</td>
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<td>Photocopying/Copyright Information</td>
<td>17-18</td>
</tr>
<tr>
<td>Publicity</td>
<td>15-16</td>
</tr>
<tr>
<td>Qualifications for Teaching in the Noncredit Program</td>
<td>10</td>
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<td>Resource Directory</td>
<td>25</td>
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<td>Standards of Student Conduct</td>
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<td>Student I.D. Cards</td>
<td>18</td>
</tr>
<tr>
<td>Students Rights and Privacy Act</td>
<td>19</td>
</tr>
<tr>
<td>Volunteers</td>
<td>13</td>
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</tbody>
</table>
CLASS ROSTERS

If you do not know your User Name and/or Password, contact the helpdesk at helpdesk@hancockcollege.edu or 922-6966, ext. 3345.

To access class rosters:

- Go to www.hancockcollege.edu
- Click "myHancock" in the upper right of the screen; Log-on with your User Name/Password
- Click "Faculty Tab."
- Click "Class Roster Search" in "My Faculty Stuff" box.
- Select appropriate term. Click "Set Term."
- Scroll Down to "Fast Lane..." and enter the 5-digit CRN. Select "Printable Roster." Click "Submit."
- Print your class rosters in landscape orientation (page turned sideways) and select "Only the selected frame."
- Computer/Printer is available for faculty use in Community Education (bldg. S)

Please Note:
To access student contact information, click Excel Download.

---

SAMPLE – APPENDIX A

Attendance Roster

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJ</th>
<th>CRSE</th>
<th>CREDITS</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR(S)</th>
<th>TYPE</th>
<th>DAYS</th>
<th>TIME</th>
<th>BLDG.</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>21463</td>
<td>HEAL</td>
<td>7101</td>
<td>.00</td>
<td>ME 580: IMPROVEMENT</td>
<td>Neumann, Timothy (F)</td>
<td>Lecture and/or discussion</td>
<td>S</td>
<td>0830-1225pm</td>
<td>S</td>
<td>108</td>
</tr>
</tbody>
</table>

TOTAL CONTACT HOURS: 8

CRITICAL DATES

- Start Date: 11-SEP-2010
- Last Date to drop without a "W": 18-SEP-2010
- End Date: 18-SEP-2010
- Last Date to add class: 18-SEP-2010
- Last Date to drop with a 'W': 18-SEP-2010
- Census Date: 18-SEP-2010
- Refund: 11-SEP-2010
- Add Auth Expiration: 17-SEP-2010

Seats Taken Available

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<tr>
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<th>30</th>
<th>15</th>
<th>15</th>
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<table>
<thead>
<tr>
<th>Week</th>
<th>Am of: 27-AUG-2010 11:57:23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

| Student Name | ID | Reg | Total | Mo | Tu | We | Th | Fr | Sa | Mo | Tu | We | Th | Fr | Sa | Mo | Tu | We | Th | Fr | Sa |
|--------------|----|-----|-------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Carson, Gloria | RW |     |       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Choe, Mok | RW |     |       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Heimbuch, David | RW |     |       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Heimbuch, Kathleen | RW |     |       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Kirol, Edward | RE |     |       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Kirol, Janice | RE |     |       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Quinette, Michael | RE |     |       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Reichert, Friedrich | RW |     |       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
### AHC PROD Database
Fall 2010
Community Education

<table>
<thead>
<tr>
<th>CRN</th>
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<th>CRSE</th>
<th>CREDITS</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>21487</td>
<td>HOEC</td>
<td>7162A</td>
<td>.00</td>
<td>CREATIVE ORIENTAL BUNKA ART</td>
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<table>
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<th>INSTRUCTOR(S)</th>
<th>(P)imary</th>
<th>TYPE</th>
<th>DAYS</th>
<th>TIME</th>
<th>BLDG.</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnsen, Peggy (P)</td>
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<td>Lecture/Lab</td>
<td>0</td>
<td>0900-1155am</td>
<td>OAKNHV</td>
<td>COMMUNITY</td>
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**TOTAL CONTACT HOURS: 45**

**CRITICAL DATES**
- Start Date: 26-AUG-2010
- End Date: 09-DEC-2010
- Last Date to add class: 09-DEC-2010
- Last Date to drop without a "W": 09-DEC-2010
- Last Date to drop with a "W": 09-DEC-2010
- Census Date: 09-DEC-2010
- Add Auth Expiration: 08-DEC-2010

---

**NOVEMBER**

| Date | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
|------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|      |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Seats Taken Available | 30 | 16 | 14 |

**As of: 27-AUG-2010 12:23:58**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
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</thead>
<tbody>
<tr>
<td>1 Brooks, Thelma</td>
<td>HXXXXXX</td>
<td>RE 9</td>
</tr>
<tr>
<td>2 Erickson, Joann</td>
<td>HXXXXXX</td>
<td>RE 11</td>
</tr>
<tr>
<td>3 Garza, Donna</td>
<td>HXXXXXX</td>
<td>RE</td>
</tr>
<tr>
<td>4 Grim, Julia</td>
<td>HXXXXXX</td>
<td>RE</td>
</tr>
<tr>
<td>5 Hagen, Joann</td>
<td>HXXXXXX</td>
<td>RE</td>
</tr>
<tr>
<td>6 Kasper, Melanie</td>
<td>HXXXXXX</td>
<td>RW</td>
</tr>
<tr>
<td>7 Levy, Kathy</td>
<td>HXXXXXX</td>
<td>RE</td>
</tr>
<tr>
<td>8 Lucas, Rosemary</td>
<td>HXXXXXX</td>
<td>RE</td>
</tr>
<tr>
<td>9 Mornard, Gloria</td>
<td>HXXXXXX</td>
<td>RW</td>
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<tr>
<td>10</td>
<td>Reynante, Florence</td>
<td>HXXXXX</td>
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<td>11</td>
<td>Rosemary, Lucas</td>
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<td>Schumacher, Gladys</td>
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<td>Shiroma, Yoshi</td>
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<td>Shurtleff, Beth</td>
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<td>15</td>
<td>Symonds, Sally</td>
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<td>Wolf, Josephine</td>
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<tr>
<td>19</td>
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</table>

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**Instructor's Signature**

---

**The following paperwork is required for attendance reporting:**

1. **First Class Meeting Attendance Report** (Green Sheet): Due within 24 hours of your first class meeting.
2. **Sign-In Sheet** (Yellow): Due by the 7th of every month.
3. **Class Rosters**: Due by the 7th of every month.
Allan Hancock College • Community Education

SIGN-IN SHEET

Class Name & CRN: _____________________________ Instructor: _____________________________

Instructors: Please fill in the date of each class meeting and then have the students PRINT their name and INITIAL in the column corresponding to the date on which they attend each class. This sign-in sheet can be used for up to 8 meetings. This sign-in sheet must be turned in to Community Education together with your attendance rosters.

<table>
<thead>
<tr>
<th>PLEASE PRINT NAME</th>
<th>Initial under each date you attend class</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANE DOE</td>
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<td>Sample</td>
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<td>24.</td>
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<tr>
<td>25.</td>
<td></td>
</tr>
</tbody>
</table>
1. Legal Name
   
   First name
   
   Middle name
   
   Last name

2. Social Security Number  
   
   Month
   
   Day
   
   Year (4-digits)

3. Date of Birth  
   
   Month
   
   Day
   
   Year (4-digits)

4. Term of Admission  
   
   Fall  
   
   Spring  
   
   Summer

5. Gender  
   
   Male  
   
   Female

6. Mailing address (If the Post Office does not deliver to your street address, enter your P.O. Box)
   
   Street Address / P.O. Box
   
   City
   
   State
   
   Zip Code

   □ Check here to indicate Permanent Address is same as Mailing Address

7. Permanent address
   
   Street Address (Do not use P.O. Box)
   
   City
   
   State
   
   Zip Code

   Nation of Mailing Address
   
   Nation of Permanent Address

   Telephone  
   
   / Alt. Telephone #

   Personal Email Address

8. *Are you Hispanic or Latino?  
   
   □ Yes  
   
   □ No

   What is your race/ethnicity (check one or more)
   
   □ Mexican, Mexican-American, Chicano
   
   □ Central American
   
   □ South American
   
   □ Hispanic Other
   
   □ Asian Indian
   
   □ Chinese
   
   □ Japanese
   
   □ Korean
   
   □ Laotian
   
   □ Cambodian
   
   □ Vietnamese
   
   □ Filipino
   
   □ Asian Other
   
   □ Black or African American
   
   □ American Indian/Alaskan Native
   
   □ Guamanian
   
   □ Hawaiian
   
   □ Samoan
   
   □ Pacific Islander Other
   
   □ White Non-Hispanic

9. What is your primary language?  
   
   □ English  
   
   □ Spanish  
   
   □ Other

10. Planned Employment/hours per week (check one)
   
   □ None
   
   □ 1-9 hours
   
   □ 10-19 hours
   
   □ 20-29 hours
   
   □ 30-39 hours
   
   □ 40 hours or more

*Per U.S. Department of Education guidelines, colleges are required to collect this information.

(Please continue to other side of application ➔)
11. Are you a U.S. Citizen? □ Yes □ No

12. If you are not a U.S. Citizen, you must complete the following section
☐...... Non-U.S. Citizen—Permanent resident
☐...... Non-U.S. Citizen—Temporary resident
☐...... Non-U.S. Citizen—Refugee/asylee
☐...... Non-U.S. Citizen—Student Visa (F-1)
☐...... Non-U.S. Citizen—Other status

Country of Citizenship: ________________________________

Type of Immigration Visa: ________________________________

Alien or Visa Number: ________________________________

Date Issued: Month / Day / Year: ________________________________

13. Highest level of education completed (check one)
☐...... Not a high school graduate and not enrolled in school
☐...... Currently enrolled in grades K-12
☐...... High school graduate
☐...... GED or Certificate of Equivalency
☐...... Certificate of High School Proficiency
☐...... Foreign high school graduate
☐...... Associate degree
☐...... Bachelor's degree or higher

14. Year of Highest Education Level_______

15. Educational goals (check one or more)
☐...... Discover / formulate career interests, plans, goals
☐...... Prepare for a new career (acquire job skills)
☐...... Advance in current job/career (update job skills)
☐...... Maintain a certificate or license (nursing, real estate, etc.)
☐...... Educational or personal development/interest
☐...... Improve basic skills in English, reading or mathematics
☐...... Complete credits for a high school diploma or GED
☐...... Move from noncredit coursework to credit coursework
☐...... Undecided on goal

16. Nondiscrimination Statement
The Allan Hancock Joint Community College District is committed to the active promotion of diversity and equal access to all staff, students and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against regardless of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam era veteran, marital status, or sexual orientation.

17. Student signature ________________________________ Date__________

Please review the Admissions Application for completeness. Incomplete forms may be returned unprocessed.

(Please complete both sides of application)
Community Education

Registration Form

Registration Instructions:

- Students must be high school graduates or 18 or older.
- Complete and sign this form. ONLY ONE PERSON PER FORM. The form may be duplicated.
- If a fee is required, make check payable to: AHC Community Education
  Do not mail cash – please bring cash payments into the office for processing.
- Register by mail, FAX (352-1046), or drop off this form (with payment, if required).

TO: Allan Hancock College Community Education • Bldg. S 800 South College Drive, Santa Maria, CA 93454-6399

For more information call 922-6966 ext. 3209, or toll-free 1-866-DIAL AHC (342-5242) ext. 3209, or visit www.hancockcollege.edu.

Please print clearly.

LEGAL NAME (First Middle Initial Last)

MAILING ADDRESS

CITY ZIP CODE

E-MAIL ADDRESS (Required to register for online classes.)

Have you attended Hancock before? □ Yes □ No

NEW students: please attach the Community Education Admission Application available at www.hancockcollege.edu/communityeducation. click on Forms

Course Record Number (CRN) Course Day & Time Fee (if applicable)

Sample – Appendix E

X Student Signature Date

For Instructor Use Only

I authorize this student to add my class. Signature Date

Method of Payment:

- Check Do not mail cash. Please bring cash payments into the office for processing.
- Credit Card Circle one: VISA MasterCard Discover American Express
  If paying by credit card and FAXING a registration, all credit card information (below) MUST be completed.

Credit Card # ____________________________ Exp. Date ____________
Print Name ________________________________ Security Code ____________
Authorizing Signature ________________________ TOTAL FEES (if any) $ ____________

REV 5-2013
# Community Education Add/Drop Form

<table>
<thead>
<tr>
<th>Student ID or Social Security Number</th>
<th>Last Name / Apellido</th>
<th>First / Nombre</th>
<th>MI</th>
<th>Birthdate / Fecha de Nacimiento</th>
</tr>
</thead>
<tbody>
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</table>

Student Signature / Firma  

<table>
<thead>
<tr>
<th>Date / Fecha</th>
<th>Phone / Teléfono</th>
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</table>

## ADD

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Title &amp; Number</th>
<th>Instructor's signature <strong>required</strong> to add full classes.</th>
<th>Time</th>
<th>Days</th>
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</table>

## DROP

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Title &amp; Number</th>
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</table>

**SAMPLE – APPENDIX F**
FIRST CLASS MEETING ATTENDANCE REPORT

Please complete this form for the first class meeting. Return to Community Education in one of the following ways:

- Leave it with the secretary
- Drop it through the mail slot after hours.
- Mail this form to Community Education, Bldg. S, 800 S. College Dr., Santa Maria, CA 93454-6399
- Fax to 352-1046

If less than five students attend the first class meeting, please cancel class.

CRN: __________________ Class Title ____________________________________________________________

Date ______________ Location __________________________________________________________________

I collected ______ NEW registrations at the first class meeting.

I certify that a total of ______ students attended the first class meeting.

YOU MUST RETURN THIS COMPLETED FORM WITHIN 24 HOURS OF YOUR FIRST CLASS MEETING.

Instructor Signature __________________________________________ Date ____________________________

SAMPLE – APPENDIX G
INSTRUCTIONAL EQUIPMENT AND SUPPLIES REQUEST

Please submit this form to the Elaine Healy, ehealy@hancockcollege.edu. The coordinator and dean will review equipment and supply requests and respond within two weeks from request date.

Date: ____________________________

Requestor: ____________________________

Equipment or supplies requested. Please describe the instructional equipment or supplies below. List any equipment that would be required.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How will the equipment or supplies be used in your classroom? Include what the equipment will be used for, who will use this equipment, why they need it, and, if updating existing equipment, why it needs to be replaced now.

________________________________________________________________________
________________________________________________________________________

Cost: (List the cost of each item being requested. Please include tax and shipping and a copy of the vendor specification sheets and/or quote, if you have them.)

________________________________________________________________________
### ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
### COMMUNITY EDUCATION
### REQUEST TO PURCHASE

This form to be completed and signed by person requesting purchase. Use separate form for each different vendor.

**Date:**

**Requisitioner:**

**Budget Code:**

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>COST</th>
</tr>
</thead>
<tbody>
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<td>0.00</td>
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</tbody>
</table>

**Vendor**

**Vendor I.D.**

**Street**

**City** [ ] State [ ] Zip [ ]

**Signature of Coordinator:** ___________________________ **Date:** ___________

**Approved [ ] Denied [ ]**

**Signature of Dean:** ___________________________ **Date:** ___________

**Notes**

Total $ 0.00
Tax $ 0.00
Shipping $
GRAND TOTAL $ 0.00
# Course/Instructional Material Fees Request

**Course ID:** __________  **Course Name:** __________________________  **Date:** __________

**Required Course/Instructional Material Fees** must meet certain conditions, per Student Fee Handbook, issued by the Chancellor's Office, January 2004: 
"**Required instructional and other materials** are defined as materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course.

**General Guidelines for Course/Instructional Material Fee Pricing:**
When the *college/district is the only source* of instructional, health or safety materials, the materials will be provided *less expensive to students* than can generally be obtained elsewhere AND the *materials provided* to will be priced at or below the *college's/district's actual cost*.

Additionally, the college/district can require specific materials when there is a *health or safety* concern related to an instructional program or course. Specific brands and item type *may be required by proprietary equipment for the safe operation of the equipment*.

---

**All the following conditions must be met in order for course/instructional material fee to be required.**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2) Does the material relate to required objectives of the course?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3) Does the material have continuing value outside the classroom?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4) Is the amount of material consistent with the amount students need to meet the objectives of the course?</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

*Items marked Health or Safety do not necessarily need to satisfy items 1 through 4 above, rather where Health or Safety concerns are cited, explanations are also provided. (See Back for Check List)*

---

### REQUIRED Course Materials:

**Tangible Personal Property**

(Provide description of Items)

<table>
<thead>
<tr>
<th>Health or Safety (Y/N)</th>
<th>Quantity: Number Used By the Student</th>
<th>Unit Cost: Retail Price ($)</th>
<th>Item Total: (Quantity X Retail Price) ($)</th>
</tr>
</thead>
<tbody>
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<td>10.</td>
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</tbody>
</table>

**TOTAL:**

New Course: ☐ Yes ☐ No  Fee Revision: ☐ Yes ☐ No  Fee Revision Date: ______ (Semester/Year)

Fee Change from: $____ to $____  Fee Change Effective: _____ (Semester/Year)

---

**Department Chair:** __________________________  **Date:** __________

**Dean:** __________________________  **Date:** __________

**VP, Academic Affairs:** __________________________  **Date:** __________

---

C:\cmmned\Faculty Handbook\Materials Fees Request Form.doc Revised June 2008
Course/Instructional Material Fee Request Form Instructions:

General Guidelines for Course/Instructional Material Fee Pricing:
When the college/district is the only source of instructional materials, such as class handouts, course syllabi, and other tangible materials the material must be provided to students at a cost less expensive than can generally be obtained elsewhere. Additionally, the materials provided to should be priced at or below the college’s/district’s actual cost.

1. Describe and itemize each course material fee.
2. Indicate whether the item(s) is/are required because of health or safety concerns.
3. Note the quantity the student will receive throughout the term of the course.
4. Approximate the retail unit cost.
5. Compute the estimate cost of each item.
6. Total the estimate cost of each item to derive the Total Course/Instructional Material Fee.
   - Round Total Course/Instructional Material Fee downward to the nearest whole dollar or $.50 amount.

EXAMPLE: Filled out form

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>Biol 145</th>
<th>Course Name:</th>
<th>Human Anatomy &amp; Physiology</th>
<th>Date:</th>
<th>Fall 2004</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>REQUIRED Course Materials:</th>
<th>Health or Safety (Y/N)</th>
<th>Quantity:</th>
<th>Unit Cost:</th>
<th>Item Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tangible Personal Property</td>
<td>(Provide description of items)</td>
<td>Number</td>
<td>Retail Price</td>
<td>(Quantity $)</td>
</tr>
<tr>
<td></td>
<td>Health Used by the Student</td>
<td></td>
<td>($ )</td>
<td>($ )</td>
</tr>
</tbody>
</table>

1. Course handouts | N | 150-175 pages | $.02 | $3.50
2. Safety Goggles/Glasses | Y | 1 | $5.50 | $5.50
3. Latex Gloves – Disposable | Y | 36 | $.25 | $9.00
4.
5.
6.
7.
8.
9.
10. TOTAL: | | | | | $18.00

May request that the Required Course/Instructional Material Fee for this course would be $18.00 or less.

HEALTH and SAFETY Concerns:
The college/district can require specific materials when there is a health or safety* concern related to an instructional program or course. Specific brands and item type may be required by proprietary equipment for the safe operation of the equipment. Partial list of Health or Safety related concerns requiring a mandatory course fee.

Health or Safety Cited Concerns/Issues (Check all that apply)
- Bodily harm to Self and/or Others
- Contamination of Self and/or Others
- Dangerous or Hazardous By-product
- Medical or Legal Mandate i.e., sterile syringes, Band-Aids
- Protection of Student Produced Work
- Spoilage of Materials or Student Produced Work
- Material Altered by Student Use Rendered Potentially Harmful
- Other ________________________________
**Sample - Appendix J**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Class</th>
<th>Start</th>
<th>End</th>
<th>Days</th>
<th>From</th>
<th>To</th>
<th>Building/Room</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>41576</td>
<td>BASK</td>
<td>7005A</td>
<td>1/21/2015</td>
<td>5/13/2015</td>
<td>MW</td>
<td>1800</td>
<td>2055</td>
<td>S    112</td>
</tr>
</tbody>
</table>

Preparing for the GED Tests

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Lab</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

* Total *

You will be paid in equal payments of

**This is a Temporary Assignment**

Service pursuant to this Assignment/Class Schedule for the Allan Hancock College Spring 2015 academic term, shall not be included in computing the service required as a prerequisite to attainment of, or eligibility to, classification as a permanent employee of the college. Your teaching assignment is contingent upon student enrollment and program need. The District reserves the right to change or withdraw course offerings, instructors, or schedules as these factors are evaluated and assessed.

**For Office Use Only**

* I verify this Assignment is correct

* Administrator Authorizing Signature  date *

Faculty Signature  date

Please return signed original to Community Education, Building S
Please retain pink copy of this assignment for your file.

NCAssignment201540

Time Stamp: 3/31/2015 7:17:28 PM
# FACULTY – LEAVE OF ABSENCE REQUEST/REPORT

**Employee's Name:**

**Department:**

- [ ] Full-Time Faculty
- [ ] Part-Time Faculty

**Today's Date:**

## Reason for Leave

- [ ] Personal Illness
- [ ] Bereavement - Relationship:
- [ ] Personal Necessity (may require approval by Academic Dean and Appropriate Vice President (refer to Article 10.3)
- [ ] Jury Duty (Attach Summons and Verification)
- [ ] Industrial Injury

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date (M-Sat)</th>
<th>Time</th>
<th>Paid</th>
<th>Cancelled</th>
<th>Substitute*</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Sample – Appendix K**

I HEREBY CERTIFY THAT THE INFORMATION ON THIS FORM IS TRUE AND COMPLETE.

**Employee's Signature:**

**Date:**

**Authorization of Substitute Pay**

**Dean's Signature:**

### Department Use Only

- **Budget Code for Substitute:**
- **Hourly Rate:**
- **Chairperson/Supervisor:**
- **Date:**
- **Dean's Signature:**
- **Date:**

### Human Resources Use Only

- **Reviewed/Approved By:**
- **Date:**
- **Recorded in Human Resources:**
- **Date:**

### Instructions

1. **Full-time faculty:** Refer to Article 10 of the Faculty Association Agreement for leave of absence provisions and absence policy.
2. **Part-time faculty:** Refer to Article 9 of the CFT/PSA Agreement for leave of absence provisions and absence policy.
3. **Full-time faculty:** Complete this form within ten (10) calendar days after the return from the absence.
4. **Part-time faculty:** Complete this form no later than three (3) business days of his/her return.
5. **Personal Necessity** may require advanced approval. Please refer to Article 10.3.
**Statement of Purpose:** Your thoughtful responses to the following items will help your instructor improve his/her teaching and will provide valuable information to the college. The college and faculty appreciate your cooperation in completing this evaluation form.

**Evaluation Process:** This evaluation should be done anonymously. Do not put your name on the answer sheet. Do not discuss items or responses with other students.

**Directions:** Choose the answer that best describes your response to the following statements. If an item is not applicable to a particular course, subject, or instructor, choose E.

<table>
<thead>
<tr>
<th>Class Title:</th>
<th>Instructor:</th>
<th>Semester:</th>
</tr>
</thead>
</table>

**SAMPLE – APPENDIX L**

<table>
<thead>
<tr>
<th></th>
<th>A. Strongly Agree</th>
<th>B. Agree</th>
<th>C. Disagree</th>
<th>D. Strongly Disagree</th>
<th>E. No Opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The material covered in this class meets my expectations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>The instructor seems well prepared for class.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>The instructor provides individual assistance when possible.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>The instructor seems to enjoy teaching.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>The instructor is knowledgeable about the subject and able to answer student questions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>The instructor begins on time and conducts class for full period, allowing for breaks.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>The instructor communicates clearly.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>The instructor uses a variety of teaching methods (such as lecture, hands-on activities, demonstrations, and visual aids).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>The instructor is sensitive to the diversity of students in the classroom (i.e., culture, gender, age etc.).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>The instructor explains topics to be covered so that students can prepare for each class.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Registration for classes is simple and straightforward.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
12. Rate your overall satisfaction with the class.

13. What additional courses would you like to see offered?

14. How did you find out about this class?

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECTRUM</td>
<td>Radio/TV/Newspaper</td>
<td>Flyer</td>
<td>Friend</td>
<td>Other</td>
</tr>
</tbody>
</table>

15. Do you have any additional comments?
Sample - Appendix M

Human Resources – Volunteer Request Form and Instructions
TO BE COMPLETED BY VOLUNTEER (Print clearly if handwritten)

Name: 

Today's Date:

Street Address:

City: 

State: CA 

Zip Code:

Home Phone Number:

Highest Education Level After High School Achieved:

Volunteer Aide Board Policy 7500

The Board of Trustees authorizes the use of nonteaching volunteer aides to perform non-instructional work which serves to assist academic personnel in the performance of teaching and administrative responsibilities. Such a nonteaching volunteer aide shall not be an employee of the district and shall serve without compensation of any type or other benefits accorded to employees of the district, except that such volunteer aides shall be entitled to workers' compensation benefits should they be injured while performing service under the direction and control of the governing board of the district.

The district shall not abolish any of its classified positions and utilize volunteer aides in lieu of classified employees who are laid off as a result of the abolition of a position nor may the district refuse to employ a person in a vacant classified position and use volunteer aides in lieu thereof.

It is the intent of the board to permit the use of volunteer aides to enhance the district's educational program, but not to permit displacement of classified employees nor to allow the district to utilize volunteers in lieu of normal employment requirements. A list of active volunteers and their assignments and schedules will be maintained in the Personnel office and will be available for review.

Approval of Volunteer Aide

Approval by the director, human resources is required prior to the date a volunteer begins.

This form must be completed when recommending approval of volunteer aides. It is essential that all of the requested information be filled in completely and received by the office of human resources at least two weeks prior to the volunteer’s beginning date.

The volunteer will be required by California Education Code Section 87408.06 to provide verification of freedom from active tuberculosis, if the volunteer will have frequent or prolonged contact with students. However, Allan Hancock College Policy requires all staff, faculty and volunteers to have tuberculosis clearance. A copy of the TB test should be forwarded separately to the Office of Human Resources with the notation “volunteer”. Do not attach the certificate to this form.

The volunteer will also be required to complete a Department of Justice (D.O.J.) fingerprint clearance. The clearance report must be received in the Office of Human Resources prior to performing any volunteer aide duties.

Penal code section 290(a)1(A) requires that sex offender registrants must register with campus police.
Volunteer Acknowledgment

I understand that as a volunteer aide, I am not an employee of Allan Hancock College per California Education Code Section 72401. However, I do understand that I am covered by workers’ compensation benefits if I am injured while performing services under the direction and control of the college. If I am injured while performing volunteer services, I will inform my immediate supervisor and/or the Office of Human Resources, Santa Maria Campus, building U (805) 922-6966 x3338, within 24 hours of injury.

You will be required to wear a volunteer badge daily throughout your volunteer service. At the end of your assignment, you will need to return the badge to the department to which you were assigned.

I have read and understand the job assignment/duties statement.

Volunteer’s Signature: ___________________________ Today’s Date: ___________________________

***Volunteer cannot begin any assignments until all required authorizations have been approved.

TO BE COMPLETED BY DISTRICT STAFF:

<table>
<thead>
<tr>
<th>Name (volunteer):</th>
<th>Today’s Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Of Assignment:</td>
<td></td>
</tr>
<tr>
<td>Department/Office:</td>
<td>Supervisor (print name):</td>
</tr>
</tbody>
</table>

Starting Date: (*Allow at least 7-10-working days for approval routing) | Ending Date (within fiscal year/ July 1-June 30)

**Required to answer the next two yes/no questions by appropriate administrator.**

<table>
<thead>
<tr>
<th>Circle or ✓</th>
<th>Circle or ✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the position defined by a district classification? Yes [ ] No [ ]</td>
<td></td>
</tr>
<tr>
<td>Does the position duplicate a position that exists in the district Yes [ ] No [ ]</td>
<td></td>
</tr>
</tbody>
</table>

Describe assignment duties in detail including hours and days:

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

1. Administrator’s Signature: ___________________________ Date: ___________________________

2. Approval by Appropriate Vice President: ___________________________ Date: ___________________________

3. Final Approval required by the Director, Human Resources: ___________________________ Date: ___________________________

TO BE COMPLETED BY THE OFFICE OF HUMAN RESOURCES:

<table>
<thead>
<tr>
<th>TB Test Date:</th>
<th>Notification of Approval:</th>
<th>Board Report Date:</th>
</tr>
</thead>
</table>
Community Education
Request for Field Trip Approval

Fill out this form completely and return to Building S or FAX to 352-1046 at least **two weeks** prior to field trip date.

A field trip is a regularly scheduled meeting of the class rescheduled for an alternate location.

**FIELD TRIPS CANNOT BE MADE MANDATORY!**

CRN # ___________________________    Class Title ___________________________

Date of Trip ______________________    Destination ___________________________

Purpose of Trip

_____________________________________________________________________________

_____________________________________________________________________________

Instructor’s Name (please print) ___________________________    Date ______________________

Instructor’s Signature ___________________________    Date ______________________

Dean’s Signature ___________________________    Date ______________________

**SAMPLE – APPENDIX N**
ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK

Use with all sports, recreation, and high risk classes, i.e., athletics, public safety, performing arts, labs, dance.

_________________________ wishes to participate in the Allan Hancock Joint Community College District sponsored activity(ies) of ____________________________.

I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate. I understand and acknowledge that some of the injuries/illnesses that may result from participating in these activities include, but are not limited to, the following:

1. sprains/strains
2. fractured bones
3. unconsciousness
4. head/back injuries
5. paralysis
6. loss of eyesight
7. death
8. communicable diseases

I understand and acknowledge that participation in these activities is completely voluntary and as such is not required by the District.

I understand and acknowledge that in order to participate in these activities, I agree to assume liability and responsibility for any and all potential risks that may be associated with participation in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agent, or volunteers, shall not be liable for any injury/illness suffered by me as a result of my actions that is incidental to and/or associated with preparing for and/or participating in the activity(ies).

Unless otherwise advised, I understand that I am responsible for my own transportation to and from the activity(ies) and the college assumes no liability for loss or injury resulting from my transportation, and any person driving a personal vehicle is not an agent of the District. Although the college may assist in coordinating the transportation, any assistance and/or recommendations provided may not be mandatory.

If the college is providing transportation but I do not use the transportation, I am responsible to make my own transportation arrangements, and the college assumes no responsibility or liability of any kind.

I have no known medical condition that may pose a health and/or safety risk to me or others by participating in the activity(ies).

I acknowledge that I have carefully read this ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK form and that I understand and agree to its terms.

_________________________ ___________________________
Student Signature Date

_________________________ ___________________________
Parent’s Signature (if minor) Date

IMPORTANT NOTE: Before a student will be allowed to participate in the above activity(ies), a signed Acknowledgment and Assumption of Potential Risk form must be on file each semester and retained within the department for 14 months from the end of activity per the statute of limitation (Gov. Code Sec. 911.2).
Ideas for Promoting Your Classes
Contact: Cordelia Rackley, Community Education Public Information Specialist
922-6966 ext. 3550
crackley@hancockcollege.edu

Flyers
Please email your request for flyers prior to class start date. Distribution Ideas:
- Retail shops, storefront windows, coffee shops, if permitted by owner
- Post on campus
- Email the pdf to current/prospective students
- Booths at local fairs, public-gathering events
- Library
- Clubs & organizations
- Senior Centers

Electronic Media
- Local radio stations occasionally feature guests on their Community News segments to discuss upcoming events and classes.

Speaking Events
- Business, civic, and local club meetings (Offer to speak at these functions)

Print Media
- Area newspapers, i.e., Santa Maria Times, the Sun, Lompoc Valley Record, Santa Barbara News Press, VAFB publish our news releases and feature stories

Social Media
- Email / Facebook / Twitter / online associations

Display Case
The display cases in the Building S front lobby are reserved to showcase class-related student or faculty projects, such as paintings, sculptures, needle art, metal art, etc. Please contact us if you would like to display any items that would help promote your class.
ALLAN HANCOCK COLLEGE NONCREDIT COURSE OUTLINE

Prefix & No.: ________________________________
Title: ______________________________________
Total Hours: ____________ Hours/Weeks: _____________ TOP Code: _____________
Lecture: ______________ Lab: __________

COURSE DESCRIPTION:

INSTRUCTIONAL OBJECTIVES: (List at least 3 objectives)

Students will demonstrate the ability to:

1. ________________________________
2. ________________________________
3. ________________________________

STUDENT LEARNING OUTCOMES: (List 1-3 outcomes)

1. ________________________________
2. ________________________________
3. ________________________________

COURSE OUTLINE

HOURS
METHODS OF INSTRUCTION:

ASSIGNMENTS / ACTIVITIES:

EVALUATION: (The methods by which students and instructors will know how the objective listed above have been met.)

MATERIALS, SUPPLIES & EQUIPMENT:
STUDENT ACCIDENT REPORT FORM

SAMPLE – APPENDIX R

Name
Address
DOB
Date of Injury
PLACEMENT OF ACCIDENT: [ ] School Bldg.  [ ] School Grounds  [ ] To or From School  [ ] Elsewhere

Date
H Number
City
State
Time of Injury

PART OF BODY INJURED

Ankle L-R
Arm L-R
Back
Chest
Ear L-R
Elbow L-R
Eye L-R
Finger
Foot L-R
Hand L-R
Head
Leg L-R
Mouth
Nose
Tooth
Other (Specify): 

CAUSE - Description of Accident

How did accident happen? What was student doing when accident occurred? (Specify any tool, machine or equipment involved.)

First-aid treatment? [ ] Yes  [ ] No  By whom

Sent to: [ ] Health Services  [ ] Trainer  [ ] Home  Hospital (name)  [ ] Other (Specify):

How? [ ] Ambulance  [ ] Personal Vehicle  [ ] Other (Specify):

Was a parent or other individual notified? [ ] No  [ ] Yes  When  How

Name of individual notified

Witnesses: Name

Name

REMARKS

LIST SAFETY VIOLATION (if any): 

Recommendations for preventing other accidents of this type

COLLEGE OFFICIAL SIGNATURE:

[ ] Instructor  [ ] Nurse  [ ] Trainer  [ ] Other

THIS REPORT TO BE FILLED OUT AND SIGNED THE DAY ACCIDENT OCCURRED AND RETURN TO STUDENT HEALTH SERVICES

REV 8/2012