



PASADENA
CITY COLLEGE

**PCC EXTENSION
Not-for-Credit Division
INSTRUCTOR MANUAL**



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INTRODUCTION

The Pasadena Area Community College District (the College), PCC Extension/Not-for-Credit Division Instructor Manual contains a wealth of information about working as an independent contractor/instructor. Contained within the manual is information addressing frequently asked questions (FAQs), policies, and procedures related to teaching through PCC Extension. You are encouraged to refer to the online manual for information and answers to questions. PCC Extension instructors are granted access to the program website upon acceptance of their course.

MISSION

PCC Extension supports and promotes lifelong learning by providing educational experiences through an array of courses, programs, workshops, and activities designed to promote lifelong learning, enhance professional skills, and enrich lives.

INSTRUCTOR RESPONSIBILITIES

As a PCC Extension instructor, you primarily provide instruction in a classroom on one of the college campuses, at Arcadia High School, or at an off-site location. Instructors are responsible for the following:

- Conduct assigned class(es) in the best manner to effect student learning
- Respect the location, room set-up, and classroom supplies (which are not to be used by PCC Extension instructors). PCC Extension instructors are guests.
- Present information, ideas, and skills in ways that are appropriate for a variety of ages, backgrounds, abilities, and learning styles
- Provide students with a course overview, timelines, and objectives
- Engage students in class discussions as appropriate
- Respond tactfully to student questions and problems
- Use effectively the total class contact hours
- Begin and end class on time and as noted
- Insure that all Materials Fees accurately reflect the cost to provide the materials
- Maintain accurate records including Sign-In Sheets (attendance) and Walk-In registrations and payments
- Be accessible to students by e-mail and/or phone to answer questions or to assist with course-related issues

GENERAL INFORMATION

AUDIO/VISUAL AIDS

Most of the classrooms on both the college and high school campus now are smart-classrooms. Should you require audio/visual equipment for your course, please check with PCC Extension staff seven (7) days prior to the start of your first class to determine whether or not the classroom is a smart classroom or if a smart cart needs to be ordered. Audio/visual needs should be discussed prior to accepting a session class assignment. To request audio/visual equipment, call the PCC Extension office during normal business hours at (626) 585-7608 or e-mail at info@pcclearn.org.

CERTIFICATES

Certificate Programs (programs displaying the “CP” icon either in the print catalog or on the website), once completed in accordance with noted requirements, qualify for a Program Certificate of Recognition. There is no additional cost for a certificate from a designated “CP” program. **Note:** Students often will request Certificates of Completion for non-CP courses. Certificates of Completion require **strict** student attendance captured on the class Sign-In Sheet. PCC Extension requires a student to be present for *every* class in order to qualify for the issuing of a Certificate of Completion. The Sign-In Sheet is one of the documents required to be submitted to the PCC Extension office at the completion of the course, and before instructor payment may be processed. The PCC Extension office sets the criteria for, and handles the issuing of, student Certificates of Completion. Certificates of Completion must be requested by the student directly from the PCC Extension office. **There is a fee of \$10 for each Certificate of Completion.**

CLASS DOCUMENTS

Your session class assignment and invoice are mailed to you. *Your class roster/sign-in sheet is to be downloaded by you before your first class session.* Upon the conclusion of your course, **return** your signed and dated class Sign-In Sheet, signed and dated Invoice, and any Walk-In registrations with payment to the PCC Extension office or, when applicable, to the high school site facilitator. **Exception:** If your class meets for more than one session, Walk-In registrations with payment must be returned to the PCC Extension office within two (2) business days from the first class meeting.

CLASS SIGN-IN SHEETS/ROSTERS

The Class Sign-In Sheet/Roster is the official class attendance roster. Prior to the first class session, instructors are required to print their class Sign-In Sheet/Roster by logging on to the PCC Extension website. New instructors are provided log in instructions by e-mail. You may log in at any time to view class enrollments. Sign-In Sheets/Rosters may be printed any time after 1:00pm on the day of your first class session, and after 1:00pm on Fridays for all weekend classes. *Contact the PCC Extension office to request a Sign-In Sheet/Roster only in the event that you do not have access to a computer.* The Sign-In Sheet **must be used by you** at every class session to record accurate attendance. At the conclusion of your course, sign and date the completed Sign-In (attendance) Sheet/Roster and return it and the other required documents to the PCC Extension office.

Attendance must be taken at each class. Contrary to its name, the Sign-In Sheet is to be used to **take attendance**. *Do not pass it around to be signed.* **Taking** attendance is the responsibility of the instructor and is the only way accurate attendance records can be maintained. Instructors may disregard the "Final Grade" and "Attendance Total" columns.

For those courses where a **Certificate of Recognition** (a "CP" designated program) or a **Certificate of Completion** may be issued, instructors **must** indicate in the left-side column next to the individual student name whether or not the student has met all requirements to be issued a certificate. The instructor is responsible for noting successful student course completion. **Note: PCC Extension** requires that a student be present for every class in order to receive a certificate. Certificates must be requested by the student directly from the PCC Extension office. **Note: Certificates of Recognition are at no cost to the student. There is a fee of \$10 for each Certificate of Completion.**

CLASS SIZE

Minimum and maximum class sizes are determined by the PCC Extension office, taking into consideration a variety of factors including, but not limited to, the collection of adequate fees, program production costs, and commitment to offerings. It also is at the discretion of PCC Extension whether or not to proceed with a class showing low enrollment at the go/no-go determining date. Should the decision be made to proceed with a class with low numbers, it is the responsibility of the instructor to conduct the class. The failure or reluctance of an instructor to conduct a class with low enrollment after a go-decision has been made by PCC Extension may result in the inability to offer further classes through PCC Extension.

CLASS VISITATION/AUDIT

Only enrolled students may attend class. Classes may not be audited, nor may parents, guardians, or other individuals sit in a class for which they are not officially registered. It is the responsibility of the instructor to properly register and take payment for any Walk-In student not on the official first-day-of-class Sign-In Sheet. Any special circumstances will be communicated to the instructor prior to the first class session. Should a student present saying that they have registered and paid, but do not show on the Roster, you must have them fill out completely a registration form and also collect payment. Notify the PCC Extension office on the next business day. The PCC Extension will clear the situation directly with the student.

CLASSROOM CLEAN UP EXPECTATIONS

All rooms used by PCC Extension instructors should be left tidy. If chairs/desks/tables are re-arranged, please be certain that before leaving, furniture is returned to its original configuration. If supplies, including water, paints, yarns, fabrics, metals, or plastics are used for a class, please be certain to clean up, wipe all surfaces, and sweep the floor. Custodial services are limited. Supplies and equipment found in the classroom/teaching site are not to be moved or used by the PCC Extension instructor or PCC Extension students.

CLASSROOM LOCATIONS AND SITE MAPS

Arcadia High School (AHS): Located at 180 Campus Dr., Arcadia 91007. A map of the campus may be found at the end of the manual.

Community Education Center (CEC): Located at 3035 E. Foothill Blvd., Pasadena 91107. A map of the campus may be found at the end of the manual.

Pasadena City College (PCC): Located at 1570 E. Colorado Blvd., Pasadena 91106. A map of the campus may be found at the end of the manual.

Other Locations: Other sites also are used by PCC Extension instructors. These are arranged and agreed upon on individual bases.

CONTINUING EDUCATION UNITS (CEU)

Some PCC Extension courses carry Continuing Education Units. The CEU is a nationally recognized measure of non-curricular or non-credit educational achievement. All member institutions of the Western Association of Schools and Colleges (WASC) are required to abide by standards established by WASC.

CONTACT INFORMATION

Mailing Address: Pasadena City College, PCC Extension
3035 E. Foothill Blvd., Room 112, Pasadena 91107

Business hours: 9:00 am to 4:00 pm, Monday through Friday

Main number: (626) 585-7608

Fax number: (626) 585-3058

Website: pcclearn.org

E-mail address: info@pcclearn.org

Pasadena City College Safety/Police Services: (626) 585-7484

Arcadia High School Site Facilitator: Matthew Woodin (626) 215-6591

COURSE DESCRIPTIONS

Complete and thorough course descriptions **must** be submitted with the Proposal Application form to teach through PCC Extension. It is the proposal course description which is the starting point for crafting the final version to be used in the catalog and featured on the website. PCC Extension must approve the title and when applicable, subtitle. **Note:** Marketing your course is strongly encouraged, however, all promotional material used by the instructor to market a course also must be approved for content and correct use of the PCC college name and logo before being disseminated.

COURSE FEES

Course fees are set by the PCC Extension office. A suggested course fee may be included with a course proposal submission. If a course fee is suggested, an explanation must be given as to the reason(s) believed that the course should be priced at the suggested amount.

COURSE INVOICES

Course Invoices, along with course session teaching assignments, are mailed prior to the start of each session. **Retain** the Invoice until the conclusion of your course. Your signed Invoice is to be submitted along with all required course documents and all surplus/unused forms to the PCC Extension office within five (5) business days from the completion of your course. Invoices are processed only after all required documents have been received by PCC Extension. (See "Payroll" section for more information.)

COURSE/CLASS ASSISTANTS

PCC Extension does not provide class assistants. The use of a class assistant is not allowed nor sanctioned without the prior expressed and written approval of PCC Extension. In the event that a class assistant is deemed significant, and is approved, 1) the course fee will be increased accordingly to accommodate the added compensation expense, 2) an assistant, as with an instructor, must submit paperwork including a W9, and must be board reported and approved prior to the start of the class. Under no circumstance may any assistant/individual be present in any class in which they are not registered or hired. At the end of a class in which an assistant is working, the assistant must submit completed, required paperwork to the PCC Extension office for processing and payment.

COURSE SESSION CLASS ASSIGNMENTS

Session class assignments are mailed to instructors prior to the start of each session. Instructor session class assignments **must** be returned to the PCC Extension office by the date indicated at the bottom of the assignment. Your signature and date on the session class assignment is your agreement to abide by the terms set forth on the assignment and in the PCC Instructor Manual. Remember to update/complete your contact information and **indicate next to each contact option whether or not this information may be given out to students**. Failure to return your completed and signed session class assignment by the indicated date may result in the cancellation of your class and/or the inability to offer further classes through PCC Extension.

ELECTRONIC COMMUNICATION DEVICES

It is up to the discretion of each instructor whether or not to permit electronic devices to be used during class.

FOOD OR BEVERAGE IN CLASSROOMS

Food and beverages are **not** allowed in classrooms used for PCC Extension classes. This applies to on-campus and off-campus high school sites.

INDEPENDENT OFF-SITE LOCATIONS

Due to liability constraints, student registrations for **all** independent-site classes **must** occur prior to the first class meeting. There may be no registration of PCC students as "Walk-Ins" at independent sites. (This does **NOT** apply to classes held at the high school.) **Note:** This requirement will be indicated in the catalog/website course description.

INSURANCE

All independent-sites where PCC Extension courses are held must carry appropriate insurance as required by the College, and must name the college as "additional insured" on the policy. Insurance must be kept current, and annual policies must be forwarded to the PCC Extension office. No independent-site will be approved for use until cleared by the College. Please make arrangements to fulfill this requirement with sufficient leeway to insure that all insurance requirements have been approved by the College well-before the time you would like to schedule the start of your course. Failure to maintain current, up-to-date insurance on independent-sites will result in the inability to use the site for PCC Extension classes.

MATERIALS FEES

Some curriculum is better supported by the instructor making available to students materials, i.e., handouts, supplies, books, CD's, materials that are beneficial to the concept of the course and/or convenient (eliminating the need for students to run about finding items before beginning the first class meets). In this instance, Materials Fees **must** reflect the cost to the instructor to copy, purchase, obtain, and (when applicable) may include a **small, nominal** amount to offset the time to obtain said items and/or to prepare, group, and assemble. ***At no time should a Materials Fee exceed the basic cost of reimbursement for said items.***

1. Materials Fees are **not** mandatory. Never tell a student they must purchase something.
2. Understandably, a student would not be able to participate in a class using materials without having the materials. In this instance, the need for the materials is noted in the course description. **Note:** *Materials still are never mandatory.*
3. Handouts/books/CDs may not be something a student desires to purchase. A student may be comfortable simply listening and/or taking notes.
4. Couples: Only one may want or need to purchase an item(s).
5. No instructor should ever take class time to promote personal products or services. You may leave items/information on a desk/table at the back of the room, and reference them as being available **at the end of class**.

MATERIALS FOR CLASS USE

All materials used by instructors under contract with PCC Extension **must** be cleared by and, where applicable, on file with the PCC Extension Office. This requirement is intended to insure that PCC Extension is in compliance with accounting standards regarding materials sold in classes. Materials needs should be discussed prior to accepting a session class assignment. Remember that the copying and use of materials written by someone other than yourself may

violate copyright laws. Should you choose to copy and use materials written by someone other than yourself, you will need to have written permission from the author on file in the PCC Extension office, and you must cite and give credit to the author(s).

Prior to the first class session of a new course or at any time that materials being used in a class change from that originally approved, either a copy of all handouts; a CD with content explanation; a copy of a book OR the ISBN number with cost; or a complete itemized list with prices of *all* supplies/equipment must be submitted to the PCC Extension office for approval. **No course** may publish either in the catalog or on the website a course Materials Fee until the respective materials have been submitted to and approved by PCC Extension.

When a Materials Fee is charged, **all** materials, e.g. handouts, supplies, books, CD's, materials must be given to students at the same time that the Materials Fee is collected. You may not charge a student the full amount up front with the intention of handing out materials each week. Students need to pay **ONLY** for the materials/supplies they are receiving at the time of payment. (Exceptions to the above such as the purchase and use of perishable materials, e.g. flowers, food items, or in the case of live models, should be discussed prior to contract preparation.)

Written information sold/distributed in class **must** be current, e.g. contact information, names, web addresses, phone numbers, street addresses. *Students expect the information they pay for to be accurate and timely.* When a name, web address, phone number, and/or street address is old, the information paid for is **worthless**. Intentionally or accidentally distributing information that is discovered to be non-viable may result in the inability to advertise materials for a fee in any future class.

It is imperative that instructors take a critical look at their materials: The cost to prepare and/or update is the responsibility of the instructor. The cost to duplicate, compile, or gather together may be recouped in the Materials Fee. Instructors are cautioned not to overcharge students as complaints do reach the college and the PCC Extension Office. PCC Extension reserves the right to notify instructors and, if necessary, adjust Materials Fees.

MATERIALS AVAILABLE AS CLASS SUPPLEMENTS

The promotion of products and/or services must be discussed prior to contract preparation. Also, instructors **must**, 1) provide PCC Extension office a list of the items and the costs, 2) be absolutely certain that students understand that the opportunity is optional and that they are under **no** obligation to make a purchase, 3) ask that anyone interested inquire **after class (never use class time)**.

MARKETING YOUR COURSE

PCC Extension publishes four (4) catalogs each year containing course offerings and relevant information. PCC Extension also maintains a website able to highlight instructor biographies and display additional information about courses. In addition, PCC Extension uses social media to connect with students and potential students, including Constant Contact, Facebook, Twitter, and the college marquee. Course information at times is referenced in the College online newsletter, "INSIDE PCC" for employees and Board of Trustee members. The success of your course is dependent also upon the level of support and marketing you, as the instructor, invests. It is strongly recommended that you advertise and promote your course through your own channels. PCC Extension will provide a flyer upon request. The flyer uses a standardized format and includes a registration form. It is the responsibility of each instructor to duplicate and distribute any requested PCC Extension flyer. Wording and graphics used in flyers, in

publications, or on personnel/professional websites **must** be cleared by the PCC Extension office **prior** to use. **Do not disseminate any information about a course being offered through PCC Extension before receiving approval.**

MINIMUM AGE TO ENROLL

Unless otherwise noted, and with the exception of offerings specifically designed for minors, most PCC Extension courses are open to individuals 18 years and older. Should you believe that your course content is appropriate for a broader age range, this must be discussed prior to accepting a session class assignment. Courses designed for and/or enrolling minors require, instructors to be Live Scanned (finger-printed) and students to have on file Release and Medical Consent forms signed and dated by parents or guardians. Completed and signed forms are to be collected by the instructor at the first class session. Instructors should collect forms and retain them until the course is completed at which time all forms **must** be submitted to the PCC Extension office along with all other documentation required for Invoice payment to be processed.

PARKING

Arcadia High School (AHS): Parking is available in the West Student Parking Lot. Use the El Monte Ave. entrance. There is no charge.

Community Education Center (CEC): Parking is available in any student parking lot for **\$2.00 per day (this applies to both students and PCC Extension instructors)**, Monday through Sunday.

Pasadena City College (PCC): Parking is available in any student parking lot for **\$2.00 per day (this applies to both students and PCC Extension instructors)**, Monday through Sunday. **Note:** The PCC Flea Market is held on the first Sunday of every month at which time parking is available only in Lots 3 and 4. It is strongly recommended you arrive early to allow time to locate parking.

PAYROLL

All course documents due after the completion of a course must be received in the PCC Extension office before the Invoice payroll process may begin. ***Session class assignments are to be returned by the date noted at the bottom of the session class assignment page. Session class assignments are not to be held until the end of a course.*** Documents to return at the end of a course include: **Sign-In Sheet (attendance Roster) which must be SIGNED AND DATED by you; Invoice signifying that you have completed the assignment and fulfilled your session obligation; any Walk-In registrations with payment not yet forwarded to the PCC Extension office**, and, when applicable, all signed and dated Release and Medical Consent forms. It is the responsibility of each instructor to take attendance at each class meeting; to handle registrations with course fee payments for any Walk-In students; to collect all signed and dated Release and Medical Consent forms when applicable, and to direct students to log-in to the PCC Extension website to ***complete an online course evaluation.*** Once **all** course documents required to be returned are received, *signed and dated*, Invoice payment processing begins in the PCC Extension office. Invoices are reviewed and then forwarded weekly to PCC Fiscal Services for processing. All check printing is done by the County of Los Angeles. Checks are returned to the college Fiscal Services office in batches, according to the County schedule. Once received in the Fiscal Services office, checks are mailed/distributed to the party(ies) of record. A normal frame of reference is that once all required documents have been returned, cleared, and processed by PCC Extension, *instructors*

*may expect the receipt of a paycheck **within four (4) to six (6) weeks**.* Prompt and complete submission of **all** required documents expedites the Invoice payment process. For Arcadia High School: Please leave **all** required documents with the site facilitator, **or** you may mail them to the PCC Extension office.

An exception to the above is the month of July. The College fiscal year runs July 1 through June 30. Checks for invoices processed in July **are not available** until late-August.

REFUNDS

Do not discuss refunds with students. Please have them call the PCC Extension Office during normal business hours at (626) 585-7608.

REPAIR AND MAINTENANCE NEEDS

The college is committed to maintaining a clean, healthy, and positive environment for students. If you become aware of a situation that needs attention in a PCC classroom, please notify the PCC Extension office the next business day during normal business hours. For Arcadia High School, notify the site facilitator, Matthew Woodin, and also the PCC Extension Office.

ROOM OPENING AND CLOSING PROCEDURES

Rooms not in use are kept locked, and it is not prudent to open classrooms prior to the arrival of the instructor due to the possibility of unauthorized persons gaining access. Please notify the PCC Extension Office if you are experiencing undue problems. **Tip:** Call ahead to PCC Campus Safety/Police Services at (626) 585-7484 and remind them that you are on the way and will be using a particular room.

At the end of the class session, be certain that any Smart classroom equipment used is powered down, boards are erased, lights are turned off, and door(s) are closed and, where possible, locked.

SAFETY

It is the responsibility of each instructor working for PCC Extension to maintain a safe and secure environment. Should you have a concern, contact the PCC Extension office during normal business hours. For immediate assistance, for classes at PCC, contact the PCC Campus Safety/Police Services at (626) 585-7484, and for Arcadia High School, contact the site facilitator, Matthew Woodin. In an actual emergency, dial 911.

SITE FACILITATORS

Arcadia High School (AHS): The site facilitator is Matthew Woodin. His contact number is (626) 215-6591.

Pasadena City College (PCC):

There is no site facilitator at PCC. Should an emergency arise, contact the PCC Campus Safety/Police Services at (626) 585-7484. They are located on the second floor of the B (Bookstore) building.

In an actual emergency, dial 911.

STUDENT EVALUATION OF COURSES

Students are strongly encouraged to evaluate all courses they take. Please direct students to log-in to the PCC Extension website to complete an online course evaluation. Questions are designed to elicit answers that are informative and constructive.

STUDENT REGISTRATION PROCESS

PCC Extension students have the ability and flexibility to register and pay for courses online through Augusoft Lumens© using the PCC Extension website at pcclearn.org by using a credit/debit card (VISA, MasterCard, or Discover). Students also may register by calling the PCC Extension office at (626) 585-7608 during business hours. Mail-in registrations also are accepted with check, money order or credit/debit card information. Fax registrations are accepted with credit/debit card information only. (Also see "Walk-In Student Registrations" section.)

SUBSTITUTES

Should an emergency present itself, the instructor may arrange for a qualified substitute to teach the class. Instructors **must** contact the PCC Extension Office with this change of instructor need **prior** to the day of the class. Under no circumstance is an instructor to cancel a class without notifying PCC Extension. In the case of an emergency for weekend classes or after business hours, contact the PCC Campus Safety/Police or the high school site facilitator so that a notice may be put on the classroom door. Failure to show up for a class for which you are scheduled without first notifying PCC Extension may result in the inability to offer further classes through PCC Extension.

THIRD PARTY PAYMENT

Special student payment situations must be handled in advance of the start of the first class by staff in the PCC Extension Office.

W-9 FORMS

A W-9 form for tax reporting must be completed upon being hired by PCC Extension. A new W-9 form must be completed and returned to the PCC Extension office each time an instructor has a change of address or if there is a material change in withholding. The W-9 form may be downloaded from the PCC Extension website, pcclearn.org.

WALK-IN STUDENT REGISTRATIONS

NO person may remain in class without registering and paying the fee. Anyone NOT on your Sign-In Sheet/Roster must register and pay before they may remain in class.* This **is a liability issue**. It is suggested that you *download* several copies of the blank registration form from our website to have on-hand. Please be certain that any Walk-In student completes all parts of the registration form and either enters credit card information (**PRINTED CLEARLY**); attaches a check, drawn against a U.S. bank and completed in English; or pays with cash. Walk-in registrations are to be completed and the class fee paid prior to the start of the class. If a student insists they have paid but have neither a confirmation receipt* nor appear on your Roster, they **must** re-register and **again** pay the fee! Once the PCC Extension office has determined that the student did previously register and pay, a refund will be issued. **It is**

strongly advised that you print your final Sign-In Sheet/Roster just prior to leaving for your class to insure that you have the most accurate and up-to-date class information. (This also would be an ideal time to print copies of blank registration forms and hard-copy Course Evaluation forms.) **Any student remaining in class without first registering and paying the course fee becomes the legal and financial responsibility of the instructor.**

*In very rare instances, a student may have a confirmation receipt from the PCC Extension Office indicating that they are a late registrant.

WALK-IN REGISTRATION PROCEDURES

Registration Form:

Have the student **fill out a registration form completely. Information must be legible. Printing is preferred. It is your responsibility to review the information which must be in English.**

Payment Options:

When paying by check, the check is to be made payable to **Pasadena City College. Verify that the Driver's License information has been provided.**

When paying by credit card, **verify** that the credit card information on the registration form is from a Visa, MasterCard or Discover (we **DO NOT** accept American Express).

When paying by check, verify that the information is complete with name, address, and phone number, and that the check is drawn against a U.S. bank.

When paying with cash, staple or clip the cash to the student's registration form.

Walk-In registrations with selected payment options must be returned to the PCC Extension office within two (2) business days. If your class is held at the high school, you may leave Walk-In registrations and payments with the high school site facilitator. If your class is held at an off-site location other than the high school, you must return Walk-In registrations and payments to the PCC Extension Office within two (2) business days. **Please do not mail cash!** Walk-In registrations and payments are the responsibility of the instructor until received and recorded by the PCC Extension Office.

CLASS PARTICULARS

BEFORE THE CLASS BEGINS

CLASS DOCUMENTS

Your Class Documents should include your Invoice (provided to you); the class Sign-In Sheet/Roster (downloaded by you from the PCC Extension website before your first class meeting); blank Registration forms and hard-copy Evaluation forms (both forms may be downloaded from the PCC Extension website before your first class). Should a student want to register in class (a Walk-In registration), have the student complete a **Registration Form**, collect the payment, and return the form and payment to the PCC Extension Office within 48 hours. Do not hold on to Walk-In registrations until the end of the course! Release and Medical **Consent Forms** are to be completed by parents or guardians on behalf of minor children, brought to the first class session, and given to the instructor. Release and Medical **Consent Forms** are to be completed by all adults (18 years and older) for those activities requiring these forms, i.e., Swim classes, travel activities. ALL items listed above must be returned to the PCC Extension Office before Invoice payment may be processed.

Class Sign-In Sheets/Rosters, Registration Forms and, when applicable, Release and Medical Consent forms may be downloaded from the PCC Extension website.

CLASS STATUS

Instructors must check their enrollment numbers by logging on to the PCC Extension website or by calling the PCC Extension office at (626) 585-7608 during business hours. In an ongoing effort to support courses and students, PCC Extension makes the Go/No-Go determination usually three business days before the start of a class. If at that time necessary enrollment has not been met, PCC Extension will contact the instructor regarding course a run or cancellation decision. Final determination as to whether or not to hold a class lies solely with PCC Extension.

COURSE SESSION CLASS ASSIGNMENT

The single most important document used by PCC Extension is the Session Class Assignment. The session class assignment is an instrument of information; an agreement by the instructor as an independent contractor as to the terms and conditions of employment; and is required to be signed, dated, and returned to the PCC Extension office by the date indicated on the assignment. The document also serves to organize and manage information used to create roster, enrollment, certificate, and payroll information. Course session class assignments are for actual instructional hours and are only valid for the dates/session indicated. Remember, completed, signed, and dated session class assignments **must** be received in the PCC Extension office by the date indicated on the assignment. **NO** class may begin if the instructor session class assignment has not been received by the PCC Extension office. Failure to return a session class assignment by the date indicated may result in the cancellation of the course and/or the inability to offer further courses through PCC Extension.

COURSE MATERIALS

Prior to the first session of your course, review the information pertaining to Materials Fees, Materials for Class Use, and Materials Available as Class Supplements.

COURSE SIGN-IN SHEET/ROSTER

The **Sign-In Sheet/Roster** is to be printed out by you no sooner than 1pm on the day of your class (1pm on Friday for weekend classes). It is to be used by you to *take attendance* at the beginning of each class session. Remember to sign and date the Sign-In Sheet after the last class session *before you turn it in*.

AT THE FIRST CLASS SESSION

ARRIVAL AT CLASS

Arrive at every class session ready to teach. Instructors should have a "teaching kit" containing everything you might need, e.g. chalk, dry erase makers, pens, pencils, paper, change (if you collect Materials Fees), and any other items needed to conduct your class.

Instructors requesting audio/visual equipment need to follow the instructions in the Audio/Visual Aids section of this manual. **Note:** From time to time glitches do arise and the best laid plans due go awry. Therefore, have a back-up plan, and then notify the PCC Extension office during business hours, or the site facilitator if teaching at the off-site high school location, if you encounter an audio/visual equipment problem.

Remember when teaching on the PCC Colorado campus to call ahead to PCC Campus Safety/Police Services, (626) 585-7484 to let them know you are on your way and will need your room unlocked. Review the section pertaining to "Room Opening and Closing Procedures" prior to the first day of class.

CLASS ATTENDANCE

Instructors are responsible for taking attendance at the beginning of every class! Also, make note of any student coming in late and update your Sign-In Sheet (Roster/Attendance form) accordingly. ***The Sign-In Sheet is one of the official documents for which you, as the instructor, are responsible.***

No one is to be in any class unless they are a registered student. Walk-In students are required to complete a registration form. Please review the section regarding Walk-In Student Registrations prior to your first class.

MATERIALS FEES

Please review the section detailing the charging and collecting of Materials Fees prior to the first class. Remember, the purchase of anything is optional. No student should ever be made to feel uncomfortable about purchasing materials. Materials Fees **must** represent value and accurately reflect the cost of what is being sold. Providing materials is a service. There should **not** be a mark-up on any item.

DURING THE COURSE

CLASS SCHEDULE

All classes should begin and end on time. Class breaks should be discussed prior to accepting a session class assignment. Any break should be discussed with the class at the beginning of the first session.

COURSE PERFORMANCE

Courses carrying Continuing Education Units (CEU) require formal evaluation. Courses carrying CEUs should be discussed prior to contract preparation.

DRESS CODE

While PCC Extension does not subscribe to an official dress code, instructors are expected to wear attire appropriate for teaching professionals.

FIELD TRIPS/CLASS OUTINGS

For courses having a segment in a classroom and a segment at an off-site location, or for courses held outside of a classroom, i.e., visiting sites, remind students that they must furnish their own transportation, must carry their own medical insurance, and must sign an **official Waiver Form** furnished by PCC Extension. (Trips and Tours conducted by outside tour agencies under contract with PCC Extension operate under separate guidelines.)

ROOM OPENINGS AND CLOSINGS

Remember to call ahead to PCC Campus Safety/Police Services to let them know you are on your way and will need your room unlocked when teaching on the PCC campus. Review the section pertaining to "Room Opening and Closing Procedures" prior to the first day of class. Please secure all rooms before leaving. Please remind students to leave the room as they found it...or better. As guests in the rooms, if each person cleans up their area before leaving, relationships with the host college department, high school, or off-site location is strengthened.

AFTER THE COURSE HAS CONCLUDED

STUDENT EVALUATIONS

An Online Course Evaluation is available for students to provide feedback. Also, you may download a hard-copy course evaluation from the PCC Extension website. At the conclusion of your course, please remind students to complete and submit a course evaluation

EQUIPMENT, ROOMS, KEYS

If you request and use College equipment, be sure it is ready for pick-up by Media Services (e.g. unplugged, cords wrapped). If you have used equipment within a classroom, be sure the equipment is powered down and put away. *Please leave rooms neat with the same furniture configuration as when you arrived.* No student work should be left in any room at any time as many individuals use the rooms.

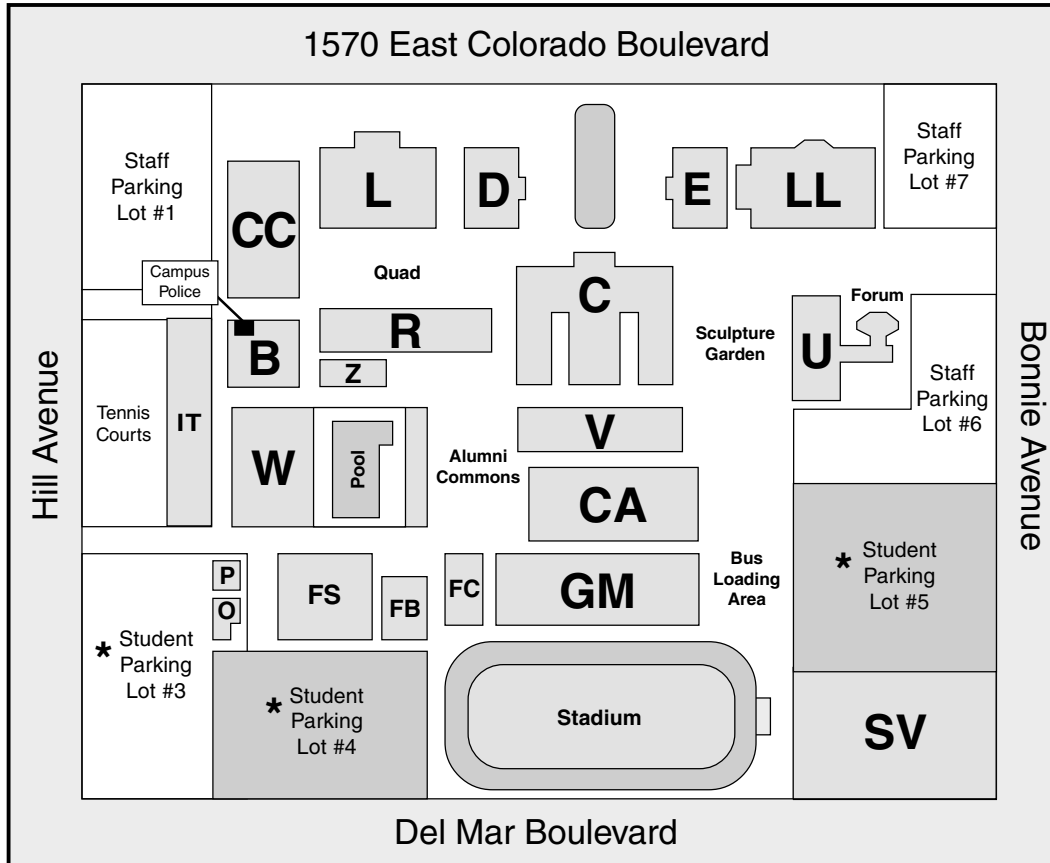
SUBMISSION OF COURSE DOCUMENTS

At the conclusion of each course, an instructor must return all required documents **within five (5) business days** to the PCC Extension Office. Return **all** course documents: Signed and dated Sign-In Sheet/Roster; Walk-In Registrations with payments (for classes meeting only once); and signed and dated Invoice to the attention of the PCC Extension Account Clerk. For classes held at the off-site high school location, required documents may be given to the site facilitator. Payroll processing cannot begin until **all** the above referenced documents are returned: Signed *and* Dated.

Pasadena City College Campus

1570 East Colorado Boulevard

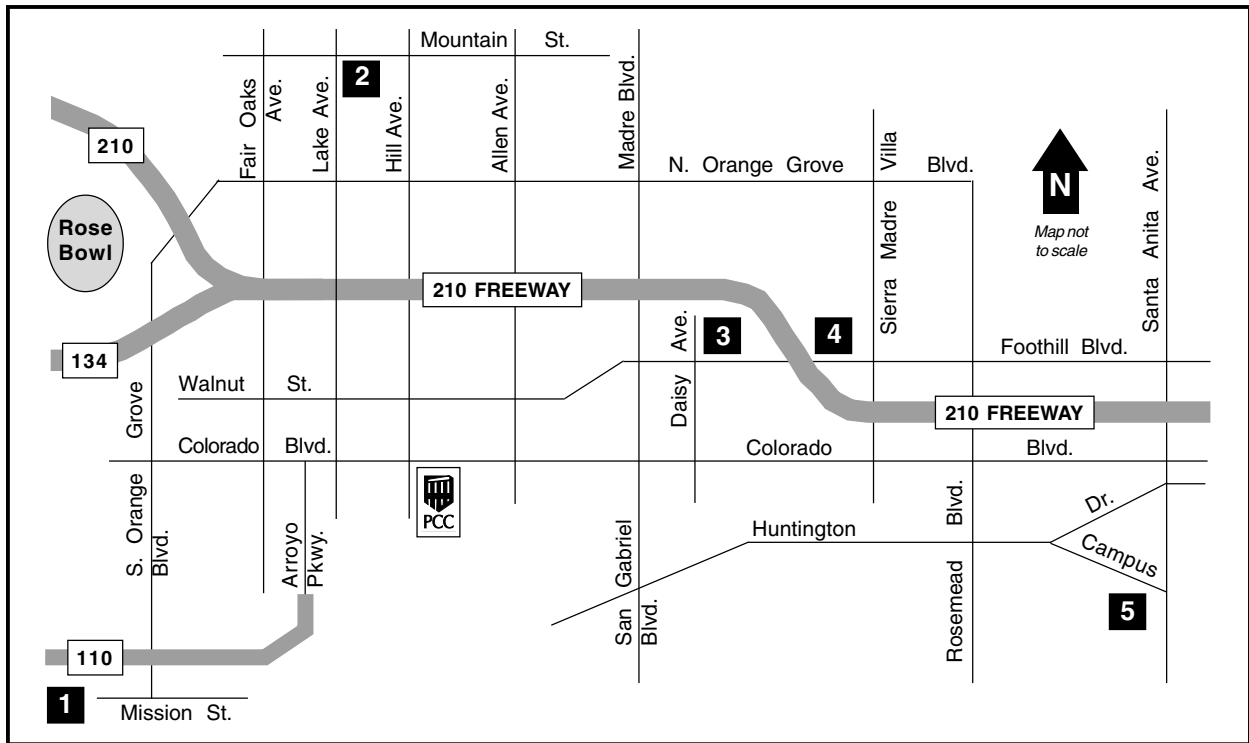
Pasadena, California 91106



* These lots require \$2.00 Daily Parking Fee

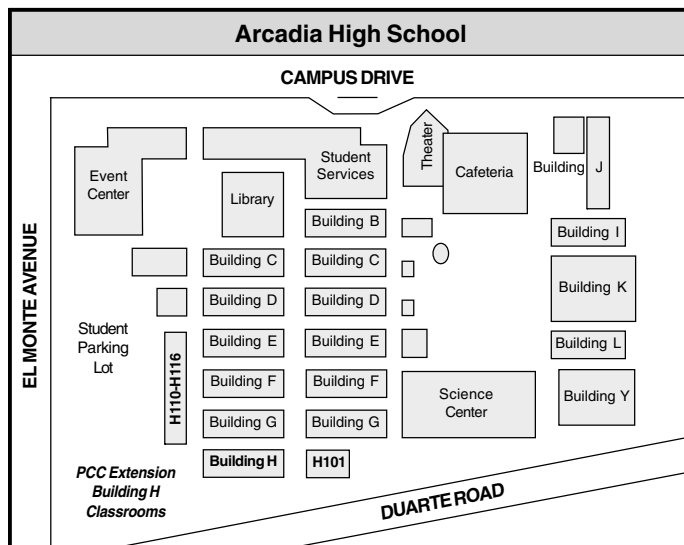
- | | | |
|---|--|---|
| B Bookstore
Campus Police (top of stairs)
Student Business Services | L Admissions
Career Center
Counseling
Financial Aid
Records
Registration | W W Building Gym |
| C Information
Sexson Auditorium
Fiscal Services | R Catherine J. Robbins Building | CC Campus Center
The Piazza (Cafeteria) |
| D Computer Center
Disabled Students Programs
Learning Assistance Center
Student Health Services | U Armen Sarafian Building | GM Hutto-Patterson Gymnasium |
| E Physical Sciences | V Howard E. Marvin Technical Building | IT Industrial Technology Building |
| | | LL Shatford Library |
| | | SV Science Village |

Off-Campus Class Locations



PCC Extension

Foothill Campus (Community Education Center)
 3035 E. Foothill Blvd., Room 112
 Pasadena, CA 91107



Building H Classrooms

Use the Student Parking Lot along El Monte Ave., on the west side of the campus. Parking is free.

- 1**
Arroyo Seco Golf Course
1055 Lohman Ln., South Pasadena
- 2**
Lineage Performing Arts Center
920 E. Mountain St., Pasadena
- 3**
Awareness Center
2801 E. Foothill Blvd., Pasadena
- 4**
Community Education Center
3035 E. Foothill Blvd., Pasadena
- 5**
Arcadia High School
180 Campus Dr., Arcadia
(see campus map at right)