FACULTY HANDBOOK *of* SANTA MONICA COLLEGE 2025-2026

08/15/2025

MESSAGE FROM THE SUPERINTENDENT/PRESIDENT

Welcome to Santa Monica College, a vibrant teaching and learning community that seeks to foster an exceptionally welcoming environment where students and colleagues learn to grow together. A pioneer of the community college movement, SMC is California's leader in transferring students to the University of California – a record unbroken for 34 consecutive years. Also, the college continues as number one in transfers to USC and Loyola Marymount University and is the top feeder west of the Mississippi to the Ivy League Columbia University.

In addition to being a leader in transfers, Santa Monica College is the top career trainer on the Westside of Los Angeles, offering 170+ career education-focused degrees and certificates in fields ranging from the traditional (Business, Health Sciences, Early Childhood Education) to the emerging, innovative, and social justice-oriented (Cloud Computing, Sustainable Technologies, Homeless Service Work). A groundbreaking Public Policy Institute, renowned STEM & Film Production programs, an Interaction Design baccalaureate degree – among many others – showcase the college's commitment to providing high-quality, equitable, and accessible education, preparing students to succeed in the career industry sector or four-year institution of their choice while meeting local workforce needs. SMC continues to be on the forefront of innovation in the post-pandemic world, offering flexibility for students with a robust array of distance education and on ground options to meet diverse learning styles and schedules.

Academic excellence at Santa Monica College has always been driven by world-class faculty who believe in the power of the student-teacher connection and demonstrate innovation even in the most trying circumstances. We look forward to supporting faculty and student engagement as we navigate a complex time for higher education and the broader society, locally and beyond. Together, we will continue to bring SMC's mission to life, transforming the lives of students and their families and future generations.

Embracing today and tomorrow with grace, compassion, and hope.

Sincerely
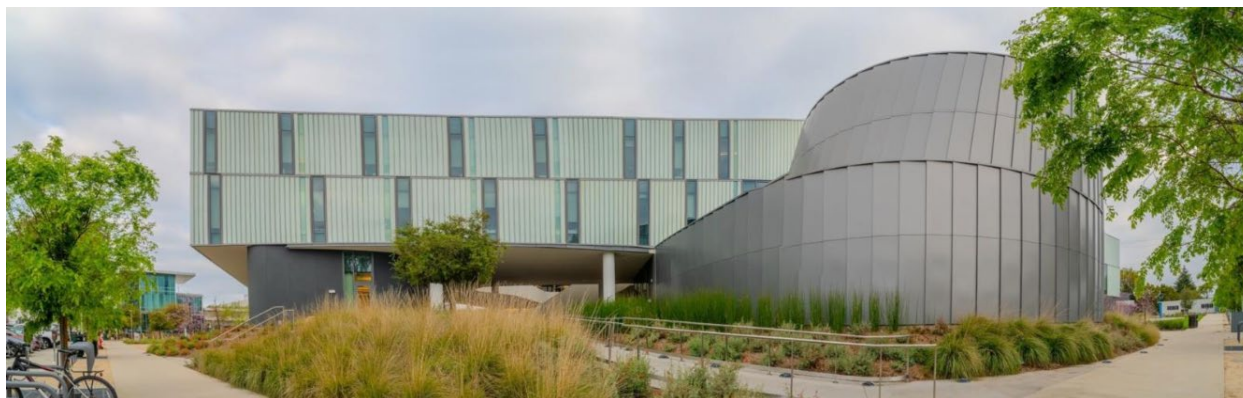
Kathryn E. Jeffery, Ph.D.
Superintendent/President
Santa Monica Community College District

GREETINGS TO OUR FACULTY

To All Members of the Faculty:

Welcome—and thank you for choosing to serve the Santa Monica College community. You are not just joining an institution, you are becoming part of a student success and people-centered culture where each member is valued, supported, and empowered. We are truly delighted that you are here.

This handbook is designed with you in mind—to guide you through key policies, introduce valuable resources, and help you access the support systems created to enhance your journey here.

The Human Resources team is a partner; we are not just a department, we are a resource, to help you through employment journey at SMC. If any part of this handbook leaves you with questions, please reach out to the College department listed in that section. Your growth matters to us, and we are always willing to assist.

Let this handbook be a helpful resource, and when you need us—please contact us.

Visit our website for more information at: https://www.smc.edu/administration/human-resources/

Tre'Shawn Hall-Baker Ph.D.
Vice President
Office of Human Resources

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OUR VISION, MISSION & GOALS
Santa Monica College:
Changing Lives in the Global Community through Excellence in Education

Vision and Core Values

Santa Monica College will be a leader and innovator in learning and achievement. As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness, and sustainability.

Mission

Santa Monica College provides a safe, inclusive, and dynamic learning environment that encourages personal and intellectual exploration and challenges and supports students in achieving their educational goals. Students learn to contribute to the local and global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes the critical importance of each individual's contribution to the achievement of this mission.

Santa Monica College provides open and affordable access to high-quality undergraduate degrees and certificates and participates in partnerships with other colleges and universities to facilitate access to baccalaureate and higher degrees. The College's programs and services assist students in the development of skills needed to succeed in college, prepare students for careers and transfer, and nurture a lifetime commitment to learning.

Santa Monica College is committed to diversity, equity, and inclusion that enriches the District's mission and supports students in achieving their educational goals.

Goals

To fulfill this mission, Santa Monica College has identified the following Institutional Learning Outcomes and supporting goals.

Institutional Learning Outcomes:

Santa Monica College students will:

1. Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives.

2. Obtain the knowledge and skills necessary to access, evaluate, and interpret ideas, images, and information critically to communicate effectively, reach conclusions, and solve problems.

3. Respect the inter-relatedness of the global environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events.

4. Assume responsibility for their own impact on the earth by living a sustainable and ethical lifestyle

5. Demonstrate a level of engagement in the subject matter that enables and motivates the integration of acquired knowledge and skills beyond the classroom.

Supporting Goals

Innovative and Responsive Academic Environment

- Continuously develop curricular programs, learning strategies, and services to meet the evolving needs of students and the community.

Supportive Learning Environment

- Provide access to comprehensive student learning resources such as library, tutoring, and technology.

- Provide access to comprehensive and innovative student support services such as Admissions & Records, Counseling, Assessment, Outreach, and Financial Aid.

Stable Fiscal Environment

- Respond to dynamic fiscal conditions through ongoing evaluation and reallocation of existing resources and the development of new resources.

Sustainable Physical Environment

- Apply sustainable practices to maintain and enhance the College's facilities and infrastructure including grounds, buildings, and technology.

Supportive Collegial Environment

- Employ decision-making and communication processes that respect the diverse needs of the entire College community.

Approved by DPAC: 3/14/2012
Approved by Board of Trustees: 4/3/2012; Revisions approved by the Board of Trustees: 4/7/2015

North American Nebula (GNC 7000)

This image layout reveals how the appearance of the North America nebula can change dramatically using different combinations of visible and infrared observations from the Digitized Sky Survey and NASA's Spitzer Space Telescope, respectively. (Source: Changing Face of the North America Nebula (caltech.edu); NASA/JPL-Caltech/L. Rebull (SSC/Caltech)
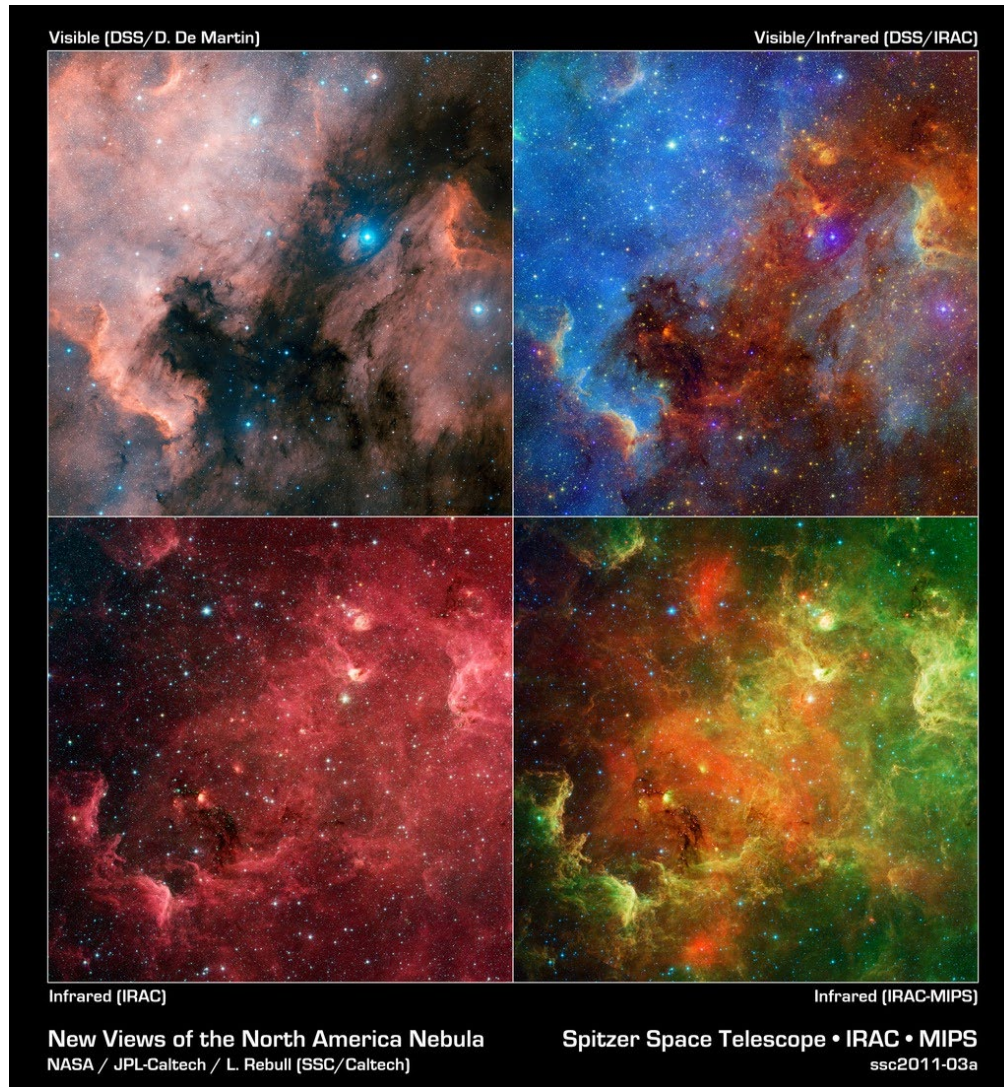
SECTION 1
PURPOSE OF HANDBOOK

This handbook is an attempt to provide brief answers to some of the most asked questions concerning Santa Monica College's policies and procedures. Complete copies of the Board of Trustees' policies and administrative regulations are available online on the *Board Policy Manual* website[1]. Most departments have their own policies concerning such matters as access to facilities, use of equipment, and textbook selection. Contact your Department Chair if you have questions about departmental policies.

If you need clarification about any of the items addressed in the guidelines below, or if you have questions about any other college policy procedure, please contact your Department Chair.

> Note: Specific language relating to Articles and Appendices of the Agreement between the SMCFA and the SMCCD, herein known as the "District", as well as Memoranda of Understanding (MOUs) can be found on the HR website at
> *https://www.smc.edu/administration/human-resources/employee-resources/faculty-association-agreement-and-documents-of-interest.php*

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[1]The District is in the process of updating and revising its *Board Policy Manual* with the assistance of the CCLC Policy and Procedure Service. Current Board Policies and Administrative Regulations will remain posted on the website as the District moves through the transition. Provisions that are currently in Board policy will not be repealed but may be moved to another chapter or combined with other policies.Updated Chapters of Board policy will be posted on the website as they are approved by the Board. The former sections will remain on the website. A matrix illustrating the transition will also be posted on the website.

SECTION 2
SANTA MONICA COMMUNITY COLLEGE DISTRICT

HISTORY

The Santa Monica Community College District is a 37+ acre campus with six satellite locations situated in the Cities of Malibu and Santa Monica, which are in the western part of Los Angeles County. Santa Monica College is operated under the California Law of 1917. The College provides excellent academic and vocational programs and counseling services to an ethnically diverse student population of 33,000. Santa Monica College is proud of the rich tradition of community service and public education.

A seven-member Board of Trustees, elected to a four-year term by the residents of Santa Monica and Malibu, govern the Santa Monica Community College District. A student-elected representative with an advisory vote serves on the board as student trustee.

The Santa Monica Community College District has an annual budget of $197 million, with approximately 1,900 faculty members, administrators, managers, and classified professionals.

ACCREDITATION
https://www.smc.edu/administration/accreditation/

Santa Monica College is officially accredited by the Western Association of Schools and Colleges and is approved by the California State Department of Education and the Office of Private Post-Secondary Education for training veterans and other eligible persons under the provisions of the G.I. Bill. The University of California, California State Colleges and Universities, and private institutions of high rank give credit for transfer courses completed at Santa Monica College. In January 2024, the Accrediting Commission for Community and Junior Colleges reaffirmed SMC's accreditation for seven years.

A NOTE ABOUT COVID-19
https://www.smc.edu/news/coronavirus/

The main focus of the campus response to the COVID-19 pandemic which began in early 2020 is driven by one main idea, the safety of our staff, faculty, and students. The following are the **core principles** that have guided our decisions throughout the COVID-19 crisis:
- To ensure the health, safety and wellbeing of faculty, staff, and students in the campus community
- To mitigate the risk of resurgence and spread of COVID-19 at SMC

- To maintain academic excellence
- To continue to implement equitable practices and access to higher education
- To sustain college operations and prepare the institution for the return of students

For current COVID-19 information follow the link below to SMC's COVID-19 Updates webpage which contains everything related to COVID-19 safety on the campus:
https://www.smc.edu/news/coronavirus/

The Santa Monica Community College District is comprised of a main campus and seven satellite campuses and one location that houses district offices.

Santa Monica College
SMC Campuses and Program Sites
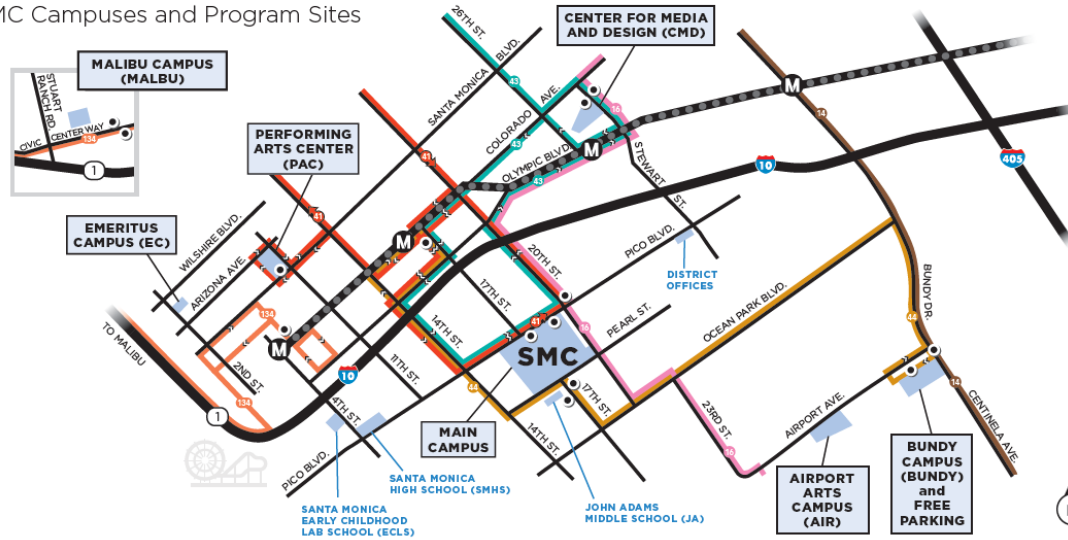
SMC CAMPUSES

Main Campus
1900 Pico Boulevard
Santa Monica, CA 90405

Airport Arts Campus (AIR)
2800 Airport Avenue
Santa Monica, CA 90405

Bundy Campus (BUNDY)
3171 S. Bundy Drive
Los Angeles, CA 90066

Center for Media and Design (CMD)
1660 Stewart Street
Santa Monica, CA 90404

District Offices
2714 Pico Boulevard
Santa Monica, CA 90405

Emeritus Campus (EC)
1227 2nd Street
Santa Monica, CA 90401

Malibu Campus (MALBU)
23555 Civic Center Way
Malibu, CA 90265

Performing Arts Center (PAC)
1310 11th Street
Santa Monica, CA 90401

ADDITIONAL CLASS LOCATIONS

John Adams Middle School (JA)
2425 16th Street
Santa Monica, CA 90405

Santa Monica Early Childhood Lab School (ECLS)
1802 4th Street
Santa Monica, CA 90401

Santa Monica High School (SMHS)
601 Pico Boulevard
Santa Monica, CA 90405

Route #14 connects the Metro E Line and Bundy campus (BUNDY).

Route #16 connects the Metro E Line, SMC main campus, and Center for Media and Design (CMD). (Weekday only.)

Route #41 connects the Metro E Line, SMC main campus, and Performing Arts Center (PAC). (Weekday only.)

Route #43 connects the Metro E Line, SMC main campus, and Center for Media and Design (CMD). (Weekday only.)

Route #44 connects the Metro E Line, SMC main campus, and Bundy campus (BUNDY). (Weekday only.)

Route #134 by Metro connects the Metro E Line and Malibu campus (MALBU).

Lyft available between SMC main campus and Bundy/Airport Arts Campuses (BUNDY/AIR) and CMD and PAC, after BBB ends service.

To park on any of the SMC campuses you must have a valid virtual parking permit. For more information: **smc.edu/transportation**

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https://www.smc.edu/about/campuses/maps-directions.php

SECTION 4
ACADEMIC AFFAIRS, INSTRUCTIONAL SUPPORT SERVICES, AND ENROLLMENT

Enrollment of Students in Your Classes
Student Self-Enrollment
Students may self-enroll in online and hybrid classes through their student portal, Corsair Connect. Students may enroll in open classes without an instructor Authorization Code (colloquially referred to as an "Add Code") under these four conditions:

1. During the regular enrollment cycle, students may enroll in courses directly through their student portal if the class is open and has not yet begun.
2. For online, hybrid, or "To Be Arranged" classes, students may enroll through the Sunday evening (11:59 pm) before the first class meeting.
3. For classes meeting once per week or courses with a lab, students may enroll through the evening (11:59 pm) before the first class meeting.
4. For all classes that are less than 90% full, with the exception of #2 and #3 above, students may enroll through the evening (11:59 pm) before the second class meeting.

To add a class once the class has started and 90% of the course seats are filled, the student must request an add code from the instructor. Students will be prompted to use this electronic code when they enroll online through Corsair Connect at *www.smc.edu/cc*. Friday of the second week of classes during the Spring or Fall semesters is the last day students are allowed to add classes with an instructor's add code. Instructors may approve that a student be added after the Friday of the second week by certifying that the student has been in attendance since the first day of class. Reinstatement codes are only valid to reinstate a previously enrolled student in the class.

Class Rosters—First Day of Class
Class rosters are available prior to the start of the course through *mProfessor* (*ww.smc.edu/mp*). You may download and print rosters at any time. Active students will be noted with an "X" on the "Active" column. Class-specific deadlines are displayed under the "Class Roster Dates and Deadlines" header. Class deadlines include: Class Census Day, Last Day to Withdraw to Receive a Refund (Refund Deadline), Last Day to Withdraw to Avoid a "W" (Avoid W Deadline), Last Day to Withdraw to Guarantee a "W" (Drop Deadline), and last day to request Pass/No Pass grading option (last day of instruction for the class). These deadlines are also available to students on their *Corsair Connect* portal.

Student profile information is available for each student in the class—click link on the class roster. A photo may be available along with their math and English/ESL placement history.

Confirm Course Enrollment—First Day of Class

Students must be officially enrolled to attend the class. Students are officially enrolled if their name appears on the class roster and is marked as "Active." The online roster will always be current. Drop any student on your online roster if they are a "no show" or exceed the number of absences you permit (per your syllabus).

Faculty are required to clear their rosters of "no show" students before the **census date**. Check your *mProfessor* (*www.smc.edu/mp*) portal for your course-specific census date. You will receive an e-mail reminder asking you to verify your class enrollment a week before census. Be sure you clearly outline your attendance policy in your syllabus. Since it may occasionally happen that someone on your roster misses the first-class session and then arrives late for the second-class session, it is strongly advised that you delay adding students to replace "no-shows" until the end of the second-class meeting. Otherwise, you may end up with more students enrolled than you have seats. An exception involves certain lab science classes for which a warning statement is included in the class schedule. The intent here is to enable an instructor to assign lab lockers, conduct safety training, and thus start the first two- or three-hour lab activity with a full complement of students. For these classes, the instructor may add students to replace any students who are "no-shows" at the time of assignment of lab lockers.

Please consider that students coming directly from work to attend evening classes may be unavoidably detained due to unusually heavy traffic congestion during the first two weeks of school.

When granting instructor Authorization Codes, please adhere to the order shown on the class Wait List (see Class Wait List section for additional information). Students authorized to add your class with an Authorization Code (an add code) must enroll online using *Corsair Connect*, the student portal, prior to the next class. Verify students have enrolled and do not permit them to attend until they do. Auditing courses are not permitted by students at SMC.

Class Wait Lists—First Day of Class

To view a wait list, login to *mProfessor*. Click on "Online Class Roster Tasks" then on "View Class Waiting Lists."

Wait List Policy. Ordered waitlists become available two weeks before the start of the semester. Students who put themselves on a wait list will receive notification if a seat opens in that section but will not be automatically added to the section. Students may place themselves on the wait list for only one section of each course and may not place themselves on the wait list for a section if they are already enrolled in another section of the same course. The idea behind starting wait

lists only 2 weeks before classes begin is to ensure the wait lists are populated with students who are still interested in taking the class. Faculty should give priority to wait list students when issuing approval codes. The wait list is capped at 25% of the class seat capacity. Students can join any wait list, subject to course/section eligibility requirements (e.g., prerequisites, time conflicts). The wait list is dynamic—it is updated as students enroll in the class or remove themselves from it. Students can see their position in the wait list ("Wait List Rank") in *Corsair Connect*.

Authorization (Add) Codes

Authorization Codes are generated overnight on Monday evening of the week before the term starts. They will be available on *mProfessor* by Tuesday morning. These are included in your class roster. Issue codes based on Wait List priority, and then to other students. You may not conduct any type of assessment/test to grant an add code. Safeguard and check who uses the codes you give as sometimes they end up with the wrong student or are sold.

Authorization (Add) Code Types. There are three types of add codes you may use:
- Regular Add (valid for 1 week);
- Late Add (expires at 50% of term);
- Reinstate (can be used to reinstate a student you dropped but is valid only until the 89th percentile of class; reinstatement codes will not work for students who never enrolled in the class).

Add codes, reinstatement codes, and late add codes are all approvals to add one student in your class, but each code has a different expiration date. Tell the student the code's expiration date and be sure you are giving a code that has not already expired or issued to another student.

You may generate more authorization codes on-demand via *mProfessor* by going to "Online Class Roster Tasks" and clicking on "View/Request Instructor's Authorization Codes."

Instructors are expected to add students up to the limit set for their class. Students who are on the wait list and attend class for the first two class sessions with the hope of becoming enrolled should be allowed to take the place of students who are enrolled but who fail to attend the first two class sessions.

Census Day Confirmation Rosters

Know your class Census Day - login in to *mProfessor* (click on the "Roster" button for the class; then click on "Class Roster Dates and Deadlines"). A reminder will display on *mProfessor* to verify your class roster PRIOR to the class census day. **Census verifications are mandated by the Education Code and have a major impact on funding for the College.** Verify who is actively

attending or participating in your classes. Drop any students who are not. **Clear your rosters before Census Day.** You will receive an e-mail reminder one week before your class census.

ASSOCIATE FACULTY STATUS
[Article 6, Agreement between SMC FA and the District](#)

Advances in academic status to that of associate professor status are granted to adjunct instructors based upon length of service.

Eligibility: After five consecutive semesters of employment with the District and with an assignment of at least 5LHE per week within a discipline for each of the five consecutive semesters, a part-time faculty member shall be designated as "Associate Faculty" provided that the part-time faculty member has not received less than a satisfactory evaluation during the qualifying five semesters. Note that no more than 60% of the part-time faculty within a discipline may have Associate Faculty status.

AUDITING CLASSES BY FACULTY
[Article 10, Agreement between SMC FA and the District](#)

Faculty shall be allowed to audit up to two courses per year at Santa Monica College provided the instructor of the class agrees and a regular student is not displaced. Note: this is an informal class audit. You cannot "enroll" in the class via the student portal or through Admissions. If you would like to take the class for credit, you must apply for admission to SMC at *http://www.smc.edu/EnrollmentDevelopment/Admissions/Pages/Apply-Online.aspx*.

CANCELLATION OF CLASSES DUE TO LOW ENROLLMENT
Any class with an enrollment of fewer than eighteen students is subject to cancellation. The decision to cancel a class is made by Dr. Dione Hodges, Dean of Academic Affairs (Instruction and Curriculum), in consultation with the Department Chair and Vice President of Academic Affairs.

Adjunct faculty are paid a minimum of two (2) weeks' pay (one week pay in summer or winter sessions) for a graded class that is canceled after the class convenes (*[Article 8.6, Agreement between SMC FA and the District](#)*).

A full-time faculty member whose class is canceled must be reassigned to another section; this can result in their replacing an adjunct faculty member. When the canceled class was to be taught as an overload or intersession assignment of a full-time faculty member, no faculty member is displaced.

An adjunct faculty member with Associate Faculty status whose class is canceled may be reassigned to another section if available; this can result in their replacing a non-Associate Faculty member. This provision does not apply to intersession assignments.

CLASS MEETING TIMES AND BREAKS

You are expected to meet your classes on time and for the time interval scheduled. Classes are not expected to get out early. A "three hour" class is scheduled for 185 minutes per session and is allowed 20 total minutes of break time per session. "Two hour" classes are scheduled for 125 minutes per session and are allowed 10 minutes of break time per session. If your class meets for less than two hours, there are no breaks. It is not acceptable to save all the break time for the end of the class period to get out early, nor to use the break time at the start of class to start late.

COMMENCEMENT

All faculty are strongly encouraged to participate in the annual commencement ceremony, which customarily takes place on Corsair Field on the last day of spring semester. Academic regalia are made available for free through the Admissions Office, upon request when ordered by the deadline.

CONFERENCE ATTENDANCE (*see Professional Development in this section*)

DEPARTMENT MEETINGS

Full-time faculty are required to attend departmental meetings. Part-time faculty are required to attend one departmental meeting per semester. After fulfilling that obligation adjunct faculty are welcomed, but not required, to attend.

DISTRICT CALENDAR

District Calendar
Article 11, Agreement between SMC FA and the District

Fall Semester	16 weeks	Last week of August/First week of September to mid-December
Winter Session	6 weeks	First week of January to mid-February
Spring Semester	16 weeks	Mid- February to mid-June
Summer Session	8 weeks	Mid-June to mid-August

See APPENDIX E for the current District Calendar.

FACULTY ENROLLMENT IN CLASSES

Article 10, Agreement between SMC FA and the District
(see Auditing Classes by Faculty in this section of the handbook)

Faculty enrollment, whether for credit or noncredit, should be outside of normal working hours, and not in conflict with assigned teaching or conference hours. Please notify your Department Chair of your intent to enroll, inform the instructor of the class of intended enrollment, and follow normal application and enrollment procedures.

FACULTY SERVICE AREAS

Article 16 and Appendix I, Agreement between SMC FA and the District

The term "faculty service area" means a service or instructional subject area or group of related services or instructional subject areas in which service is performed by faculty. The term "eligibility criteria" refers to criteria by which a faculty member is deemed competent to render service in a faculty service area.

FIELD TRIPS & BUS TRANSPORTATION REQUESTS

Field trips should be planned at least two weeks in advance. Student liability release and application forms are available in your department or the Office of Academic Affairs. Forms can also be accessed on Safety & Risk Management's home page on SMC's website. Student release forms should be signed by students and collected by the instructor. For day trips, only one form is needed but it must be signed by all the participating students, that being the Class Field Trip Waiver (Day Trip) form housed on the Safety & Risk Management home page. For overnight

trips, a separate form is required for each student, which is the Class Field Trip Waiver (Overnight/Medical/Authorization/Minor form. This form is always required for student participants who are under the age of 18, even for day trips. Return completed field trip application forms to your Department Chair at least 10 business days (2 full weeks) before the trip. They will be forwarded to the Office of Academic Affairs for approval and, if approved, a copy is returned to the instructor who should keep it in possession during the trip. A final signed copy will be sent to Safety & Risk Management for their files.

FINAL EXAMS

Each class is expected to have a Final Exam. A special time schedule is provided for all semester long classes during final exam week, so as to allow three hours for each final exam and minimize conflicts. This is instructional time and must be utilized. Adhere to the final exam schedule. If your class has both lecture and lab times, select the final exam time that matches the lecture. Classes that are held on Saturday or Sunday and those that are less than a full semester in length will hold their final exam during the last class meeting. Instructors for short-term classes in the regular semester and Summer or Winter intersession are expected to administer the final examination during the last scheduled class period. Approvals from your Department Chair and the Dean of Academic Affairs (Instruction and Curriculum) are required for deviation from the final exam schedule.

Incomplete Grades

Issuing Incompletes (I) consistent with college policy: An incomplete (I) is a temporary grade that can be given to a student who is doing C or better work but who is unable to finish the final exam or final project because of an extenuating circumstance beyond the student's control. It is not appropriate to give an Incomplete if the student is missing more than 10% of the coursework. If the instructor agrees to give an incomplete, the instructor will do so using the online grade roster when submitting grades. The instructor will be prompted to fill out an online form. The instructor must record the conditions of the Incomplete, the default grade once the Incomplete lapses, and the deadline for the completion of the coursework. Both the instructor and the student will receive a notification by e-mail specifying how to retrieve an auto-generated Incomplete Grade Petition to review the conditions leading to a grade change from "I" to another grade. The e-mail will also caution students that failing to act by the prescribed deadline will result in issuance of the default grade noted on the petition.

Students may access a copy of the Incomplete Grade Petition at any time by logging in to *Corsair Connect*, then clicking the "Student Records" tab on the left side navigation bar; and finally, clicking the "View Petitions" link.

Students should not be permitted to attend your class to make up an Incomplete. Class attendance cannot be required to change the Incomplete to another grade. Students are blocked from re-enrolling in the class where they have an Incomplete grade. A message will display on *Corsair Connect*, which will link them to the Incomplete grade petition.

FINAL GRADES
Dates and Deadlines
Article 11, Agreement between SMC FA and the District

Immediate submission of final grades is critical to ensure that students' records are accurate and updated in a timely fashion. Final grades must be posted by the date stated in the "*Dates and Deadlines*" established by Admissions and Records based on the Faculty Contract. Instructors are expected to post grades no later than one week after the end of the session/term. Failure to submit your grades on time is considered negligent of your professional responsibility and could result in the delay of your last paycheck for the semester/term (per FA Contract). All grades submitted after the posted submission deadline must be accompanied by a Grade Change Form" for each student, available om *mProfessor.*

FLEX TIME
Article 11, Agreement between SMC FA and the District

Flextime is the time for which faculty members are compensated for professional development activities accomplished outside of instructional time. Flextime is governed by the Collective Bargaining Agreement and by State of California regulations. Compensation for flex activities is included in faculty salaries. Failure to complete one's flex requirement will result in a reduction in pay.

For the academic year, nine flexible calendar days are part of the calendar for full-time faculty members. This includes three department days, four individual contract days, and two institutional days.

Adjunct faculty members are obligated to participate in flex activities during the semester for several hours equal to the number of hours of their weekly faculty assignment. Part-time counselors and librarians are not required to complete the flex requirement unless they have a teaching assignment. Part-time counselors and librarians should consult with their Department Chairs regarding the non-instructional faculty Memorandum of Understanding (MOU). You must consult with your Department Chair regarding questions about and/or changes to your

flextime.

You will receive an e-mail directing you to an online Flex Contract at the beginning of the semester. Enter your proposed flex activities and check the electronic signature box before you submit it for your Department Chair's approval. Once the proposed activities are approved and you have completed those activities, return to the online Flex Contract to document their completion.

In general, activities that can be used by adjunct faculty members for flex time include participation in department meetings, extra office hours, attendance at the college-wide flex activities at the beginning of each semester, participation in departmental flex activities, offerings sponsored by the EpiCenter (professional development hub), and attendance at professional meetings and seminars.

Please contact the Office of Human Resources, or the Professional Development Coordinator, if you have any questions or concerns.

GROUP AND STEP ADVANCEMENT
Appendix D, Agreement between SMC FA and the District

Group advancement earned and properly filed for by faculty shall be granted effective the beginning of the Fall semester (full-time faculty), or the beginning of Fall, Winter, Spring or Summer (part-time faculty). If you are planning to advance to a higher group on the salary schedule for the following College year, you must schedule an appointment with the Office of Human Resources **and** complete a course approval form (*see Human Resources for the appropriate form*) by April 15th.

Faculty who has full-time or partial assignments which extend over a period of at least 75% of the days that the College is in session during the Fall and Spring semester (regular session) shall advance one step on the salary schedule effective July 1st.

Adjunct faculty and/or full-time instructors teaching overload classes will be paid in four installments at the end of every month.

Questions regarding your salary should be directed to the Office of Human Resources.

Academic Rank/Full-Time Faculty

Yrs*	Group 1	Group II	Group III	Group IV	Group V	Group VI	Doctorate
1-3	I	I	I	I	I	I	A.P.
4-6	I	A.P.	A.P.	A.P.	A.P.	A.P.	Assoc.
7-10	I	A.P.	A.P.	Assoc.	Assoc.	Assoc.	Assoc.
11-15	A.P.	A.P.	Assoc.	Assoc.	Assoc.	Assoc.	Prof.
16-20	A.P.	A.P.	Assoc.	Assoc.	Prof.	Prof.	Prof.
21-30	A.P.	A.P.	Assoc.	Prof.	Prof.	Prof.	Prof.

I-Instructor

A.P. - Assistant Professor

Assoc. - Associate Professor

Prof. - Professor

* Years Teaching College (*AR 3211.6*)

PASS/NO PASS (P/NP) GRADE POLICIES

Dates and Deadlines

Students may enroll in a certain number of classes on a Pass/No Pass basis. Students may request to take a class on a Pass/No Pass basis through the student portal, Corsair Connect, through the last day of instruction for the class. For class-specific deadlines, students should review their class schedule on Corsair Connect. Instructors are not notified which students are enrolled on a Pass/No Pass basis. The instructor assigns a regular grade (A, B, C, D, F, W) for the student. Grades A, B, or C are automatically changed to "P". Grades of D, F are changed to "NP". Neither "P" nor "NP" has any effect on a student's G.P.A.

PROFESSIONAL DEVELOPMENT

Conference or professional development opportunities may be available through your department; the Professional Development Committee, notably Faculty Forums sponsored by the EpiCenter; and additional faculty-focused activities sponsored by the EpiCenter as provided under the provisions of AB 1725 (*BP 3133*).

SOLICITATIONS

Solicitations are not permitted in classes. Do not allow your students to be solicited by sales or political representatives during class time.

SUBSTITUTES (RULES & MEETING TIMES)

It is every faculty member's responsibility to meet each class for the full amount of time scheduled, including the time designated for the final exam schedule. Having colleagues substitute without authorization is a violation of the Education Code and personnel procedures. In addition, faculty members are reminded of the following institutional guidelines:

- Faculty absences must be reported by completing a District absence form. If a substitute is provided, the substitute must be selected by the Department Chair from faculty members who have a current teaching assignment or have been processed as substitutes for the current semester. If a substitute instructor is needed to sub for more than one (1) week, the Department Chair should consult with the Dean of Academic Affairs (Instruction and Curriculum) to determine whether sub hours should be reported or if the sub instructor should be assigned the class in WebISIS.
- Class substitutes for the first day of a reported absence will not be approved.
- Exceptions will be recommended by the Departmental Chair for approval by the Dean of Instruction.
- Classified professionals members may serve as substitute instructors only if they are currently authorized to teach and are performing these teaching duties outside the hours of their classified assignment.
- "Trading" of classes between faculty members is allowed only with the prior approval of the Department Chair.
- "Subcontracting" (out-of-pocket payment of a substitute with no absence report) is not allowed. All faculty absences must be reported and substitutes, if approved, must be paid for by the District.
- Classes should meet at the location indicated in the schedule of classes. Any change of location must have prior administrative approval and must be posted so that students are appropriately informed.
- Field trip forms must be completed if a class is to meet off campus in lieu of the regular class meeting time. (This does not apply to classes regularly scheduled to meet in off-campus locations.)

Please contact your Department Chair if you have additional questions.

TIME CONFLICT POLICY

Time Conflict Form

There is a state requirement that students have at least 10 minutes of "pass time" between classes and a 29-minute gap if traveling from one campus to another. If a student wants to add into a class but has a time conflict, they will not be able to enroll in both courses. Students must submit a *Time Conflict* form to the impacted class instructor for approval. The Time Conflict form may be found on the Admissions website under "*Forms.*"

If the instructor agrees to a "make up" of the time, that "make up" must be supervised by the instructor. For state auditing purposes, the instructor must maintain a log of when the student made up the missed time.

SECTION 5
COMMUNICATIONS

BULLETIN BOARD/POSTING LOCATIONS

Bulletin boards and posting locations can be found throughout the main campus and all satellite campuses for employee announcements.

Workplace labor postings, the Fraud Hotline poster, and posting locations are listed online and can be found at *https://www.smc.edu/administration/human-resources/diversity-equity-inclusivity/workplace-postings.php*

ELECTRONIC MAIL (E-MAIL)
Information Technology (IT) Department
E-mail: *ITHELP@smc.edu*
(310) 434-3010

All faculty e-mail accounts are created based on an active assignment in the WebISIS system. Once the Office of Human Resources has processed the employee and faculty assignment has been entered, Human Resources will request an e-mail account via the e-mail at *ITHELP@smc.edu*. It is expected that all faculty will use their SMC e-mail. Critical communication from the District and your Department Chair will go to your SMC e-mail address.

Please be sure that the Office of Human Resources has your most up to date personal email at the time of your onboarding.

You will be contacted by Account Services, and they will provide a temporary password and link to activate your email. The e-mail account or username is created using the employee's last name followed by an underscore and the first name.

Microsoft Outlook or a web browser are required software applications used to access e-mail on campus. If you need assistance accessing e-mail on your campus computer, please contact the Information Technology (IT) Department at (310) 434-3010.

FACULTY & STAFF TELEPHONE DIRECTORY

https://www.smc.edu/directory/

A campus directory is available to you online.

MAILROOM

Faculty Village, Bldg. 18 (Corsair Stadium)

The main campus mailroom is located at the Northwest side of campus. It is located at 2121 16th street, underneath the Corsair Stadium bleachers.

Instructors will receive mail and parcels via the "Smart Lockers" located behind Drescher Hall. Smart Lockers will be used to distribute mail to full-time/part-time instructors. Mail must be retrieved within 10 business days as the lockers will be automatically reset.

Instructors who teach exclusively at the Bundy Campus, Early Childhood Lab School, Emeritus Campus, Malibu Campus, SMC Performing Arts Center, Santa Monica Airport or the Center for Media and Design receive their mail at those locations. Your mailbox is the location of all written college communication, including vital information from your Department Chair and the District.

TELEPHONES

All full-time faculty are assigned an extension and an e-mail address on campus. Since adjunct faculty members are generally on campus only at the time their classes meet, it is recommended that you encourage your students to communicate with you through e-mail rather than phoning the college. Since department offices are only open for limited times each day, find out from your Department Chair the department's phone number and office hours and instruct students to call only during those hours to leave truly important messages. If you have the good fortune to be "sharing" an office with a full-time faculty member, check with that person about phone messages from students.

SECTION 6
FACILITIES

ATHLETICS FACILITIES

Faculty and staff are welcome to use the campus athletic facilities, including the swimming pool, when they are not being used for instruction or athletic events. For information contact the Athletic Director and/or the Kinesiology Department Chair.

CLASSROOM DESKS, CHAIRS AND OTHER EQUIPMENT

Do not remove desks, chairs, or other equipment from classrooms since each room is designed for several classes and the amount of equipment in the room has been established to meet fire and safety regulations. Contact your Department Chair if you encounter challenges with your classroom. If needed, the Department Chair will consult with the Dean of Academic Affairs (Budgets and Facilities).

COLLEGE CAMPUS STORE

Main Campus next to Student Center
http://bookstore.smc.edu/
(310) 434-4258

The SMC Campus Store sells new and used textbooks, E-books, a selection of current fiction and nonfiction paperbacks, school and office supplies, campus sweatshirts, T-shirts, and art materials. The Campus Store also stocks class schedules.

The booklist will be posted on the Campus Store's webpage.

COLLEGE CAMPUS STORE: ONLINE CAMPUS STORE

http://bookstore.smc.edu/ *(click on the "Online Bookstore" link)*

The *Online Bookstore* offers some especially convenient features. The Online Campus Store's offers a section, "*Just for Faculty*", where faculty may requisition textbooks for each course offered.

Students may browse through a catalog of items or search for a specific title, make purchases on the spot, and have their order shipped directly to their home.

COPYRIGHT INFORMATION FOR INSTRUCTORS

http://bookstore.smc.edu/site_faculty.asp

Instructors wishing to sell copyrighted information in course packs at the SMC Campus Store should go to the *Online Bookstore - Faculty* and complete the Declaration of Copyright Document.

Instructors who wish to distribute copyrighted materials in class must follow all applicable copyright laws. The links below provide some further information about use of copyrighted materials:

- Copyright Clearance Center Online: *http://www.copyright.com/*
- Copyright & Fair Use: *http://fairuse.stanford.edu/*

ELEVATORS

Facilities/Maintenance Office

(310) 434-4378

Elevators are available for use by all members of the College community. Elevators are in the following SMC buildings including new buildings scheduled to open in the near future: Administration, Bundy, Cayton Center, Drescher Hall, Emeritus Campus, Early Childhood Lab School, Humanities and Social Sciences, Library, Malibu Campus, and Student Services Center. Elevator problems should be referred to Facilities/Maintenance at the number listed above and to the Campus Police Department (310) 434-4300.

EMERGENCY PREPAREDNESS & RESPONSE

https://www.smc.edu/administration/emergency-preparedness/

(YouTube video-*https://youtu.be/14dYPMTDmhY*)

Campus Police at 310-434-4300 or dial 911

For maximum understanding of SMC safety procedures please read the red and white *"Faculty & Staff 911/Emergency Guide"* folder and the *Emergency Preparedness Emergency Procedures Manual.* Each classroom bulletin board displays an Emergency Preparedness Safety Procedures poster. If you do not have an updated copy of the Emergency Procedures Manual or if your classroom does not have an Emergency Preparedness Safety Procedures poster, please notify your Department Chair and contact Campus Police's non-emergency line at ext. 4608.

Your students look to you for guidance and direction in an emergency situation. During the first

week of class, it is important to discuss with your students what to do if an emergency situation develops. In case of an emergency, stay calm and follow the appropriate procedures in your Emergency Preparedness Manual. In the event of a major disaster that affects the entire campus, the Campus Police will already be aware of it (BP 2415 Campus Safety, BP 2416).

LiveSafe is a free personal safety mobile app that Santa Monica College provides to all students, faculty, and staff to download. The app provides a discreet way to communicate directly with SMCPD, enhancing your overall safety.

Directions to Download the LiveSafe App:

1. Download **"LiveSafe"** from the *App Store* or *Google Play*. (Enable location services and push notifications when prompted).

2. Sign up using your mobile phone number.

3. Create a password and fill in your name.

4. Search for **"Santa Monica College"** to connect with the organization.

5. Add your e-mail to your profile (Left Menu > Settings > Profile).

Main Features of the LiveSafe App:
- **Report Tips**: The "Report Tips" feature allows you to send text, picture, video, and audio directly to Santa Monica College Police in real-time, and anonymously if you prefer. You can share information about any safety incidents or concerns, such as suspicious activity, theft, harassment, and more. You can also engage in a live chat with a safety official.
- **Emergency Options**: By calling 911, calling Santa Monica College Police, or Messaging Santa Monica College Police from the "Emergency Options" screen, you will initiate location tracking, allowing safety officials to see where you are and respond to you more quickly in an emergency situation. You can easily stop location tracking at any time after the call is placed.
- **SafeWalk**: Get from place to place safely by using SafeWalk to invite your contacts to "virtually escort" you, allowing them to follow your location on a map as they chat with you. You can request to virtually escort others as well.
- **Receive Alerts**: Stay up to date by receiving important safety notifications and emergency alerts from Santa Monica College Police.
- **Resources**: Access important safety information such as emergency procedures, health & wellness resources, sexual assault assistance resources, and more.

EMERGENCY PREPAREDNESS: Active Shooting Incidents
https://www.smc.edu/administration/emergency-preparedness/active-assailant-situations.php
Campus Police at 310-434-4300 or dial 911

The Santa Monica College Police Department (Campus Police) has adopted nationally accepted law enforcement response procedures to contain and neutralize such threats. The following information regarding law enforcement response will enable you to take appropriate protective actions for yourself and your students. The following instructions are intended for incidents that are emergent in nature (i.e., imminent or in progress).

We strongly suggest you watch the following video which covers an active shooter situation. Click on the arrow to begin the video (*https://www.youtube.com/watch?v=VUErkf3XEEs*).

RUN. HIDE. FIGHT.

If an active shooter situation develops, Santa Monica College will implement its emergency response plan and alerts will be sent out via the Connect Ed Notification System, E-mail, and Telephonic Message System for instructions to staff and students. Santa Monica College Police and the City of Santa Monica Police Department will work together to manage the situation.

Active shooter situations are dynamic and evolve rapidly, demanding immediate response and deployment from law enforcement and emergency personnel to stop the shooting and prevent further harm to the community. It is important to follow the link on *Active-Shooter-Situations* prior to the start of class so that you can familiarize yourself with the best practices to protect yourself, colleagues, and students from harm.

In general, how you respond to an active shooter will dictate the circumstances of the encounter. If you find yourself in an active shooter situation, try to remain calm and call the **Campus Police at 310-434-4300 or dial 911 as soon as possible**.

On the Main Campus: If you believe an individual poses an imminent threat to a member or members of the College community, please contact our College Police immediately.

<div align="center" style="color:red">

IF USING A PERSONAL PHONE… DIAL 310-434-4300;
IF USING A DISTRICT LANDLINE… DIAL EXT. 4300.

</div>

At a satellite campus: If you are located at a satellite campus and believe imminent danger is likely, please contact 911 immediately.

If you do not believe that harm is imminent, but an individual's behavior seems threatening or that the behavior being demonstrated could lead to harm to the individual or community, you should report the concern by contacting Campus Police or the *Care & Prevention Team*.

It is better to err on the side of caution and notify the appropriate individuals than to remain silent; Santa Monica College has resources to assess situations and the individual of concern.

Be Prepared Means…

<div align="center">

<u>**SEE SOMETHING / SAY SOMETHING**</u>

</div>

<div align="center" style="color:red">

TO REPORT AN EMERGENCY,
CALL 310-434-4300;
OR DIAL 911
FROM ANY CAMPUS PHONE

</div>

If you have any questions, please contact the Campus Police Department at **310-434-4300**.

EMERGENCY PREPAREDNESS: Earthquakes and Other Disasters

https://www.smc.edu/administration/emergency-preparedness/Earthquake-Early-Warning.php
https://www.smc.edu/administration/emergency-preparedness/earthquake.php

Campus Police at 310-434-4300 or dial 911
Facilities Department (310) 434-4228

DROP, COVER AND HOLD

Wherever you are, protect yourself! You may be in a situation where you cannot find shelter beneath furniture (or against a wall). It is important to think about what you will do to protect yourself wherever you are. For example, what if you are driving, in a theater, in bed, at the beach, etc.?

Unless it is safe to do so and the earthquake has stopped, do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during a strong earthquake or aftershock.

DURING THE EARTHQUAKE:

1. **DROP** to the ground.

2. Take **COVER** by getting under a sturdy desk/table or crouching down close to a wall. Remember to cover your head and stay clear of falling objects.

3. **HOLD ON** until the "shaking" stops (2 to 5 minutes).

If indoors, stay there. Get under a desk or table and hold on or stand in a corner. Do not go in a doorway. Protect your head, neck, and face.

If outside, stay clear of falling objects.

If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay in the vehicle until the shaking is over.

If in a high-rise building, stay away from windows and outside walls. Get under a desk or table and hold on. Do not attempt to use elevators.

If in a crowded public place, do not rush for the doors. Move away from windows and shelves containing objects that could fall.

In a stadium or theater: Stay at your seat and drop to the floor between rows and protect your head and neck with your arms. Do not try to leave until the shaking is over. Once it is safe to do so, walk out slowly watching for anything that could fall on you during an aftershock.

AFTER THE EARTHQUAKE:
[Earthquake Safety (PE and Dance Areas)](#)

After the shaking subsides, turn off computers; unplug electrical equipment; replace telephone handsets; go outdoors; and stay clear of buildings, walls, power lines, and trees.
- Identify and assist the injured.
- Keep phone lines clear except when necessary to report serious hazards or injuries.
- Do not return to an evacuated building unless directed to do so by College Police or public agency personnel.
- It is possible that roads will be blocked and impassable. Be prepared to stay where you are for a few hours or for several days depending upon your location.

Santa Monica College's Annual Security Report, and Crime Alerts and Bulletins can be found on the Santa Monica College Police Department's webpage: *https://www.smc.edu/administration/police/annual-security-report.php*

ENERGY CONSERVATION

Whenever you leave a room that is not going to be occupied immediately by someone else, you should turn off the lights and, if you have access to the switch, turn off the air conditioning or heating. Also turn off any classroom technology in rooms that will not be occupied immediately. This includes the LCD projector, computer, and document camera wherever applicable.

ENTRY TO BUILDINGS OR OFFICES DURING NON-OPERATIONAL HOURS

https://www.smc.edu/administration/police/events/facility-access-policy.php

Contact for assistance:
Campus Police (Santa Monica College Police)
https://www.smc.edu/administration/police/
1718 Pearl Street, Santa Monica, CA 90405 (310) 434-4300

All campus buildings are secured by Campus Police between the hours of 10:00 p.m. to 6:00 a.m. Mondays-Thursdays, and between 5:00 p.m. on Fridays and 6:00 a.m. on Mondays. Contact Campus Police at 310-434-4300 for access during these times.

To gain entry to a building or office during non-operational hours (anytime between 10 p.m. & 6 a.m., Sundays, holidays and during semester breaks and vacation periods), employees must first receive prior authorization for access to College buildings, then go to the College Police Department (on campus) and present their identification to establish their identity and their right to enter.

Under NO circumstances will students be admitted unsupervised during such hours.

FACILITY ACCESS POLICY

https://www.smc.edu/administration/police/events/facility-access-policy.php

CAMPUS POLICE *(Santa Monica College Police)*

https://www.smc.edu/administration/police/
1718 Pearl Street, Santa Monica, CA 90405 (310) 434-4300

At Santa Monica College, the safety and well-being of our students, faculty, and staff is always our first priority. With the support of other departments, we have numerous people involved in keeping this campus safe and secure. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff.

Santa Monica College is an open campus in an urban area. **It is the College's policy and the responsibility of all College personnel and students to ensure that the doors to facilities are kept closed and always locked when the facility is not in use or has limited occupancy to discourage unwanted entrance.**

All campus buildings are secured by Campus Police between the hours of 10:00 p.m. to 6:00 a.m. Mondays-Thursdays, and between 5:00 p.m. on Fridays and 6:00 a.m. on Mondays. Contact Campus Police at 310-434-4300 for access during these times.

Santa Monica College's Annual Security Report, and Crime Alerts and Bulletins can be found on the Santa Monica College Police Department's webpage: *https://www.smc.edu/administration/police/annual-security-report.php*

FACULTY LOUNGE

The Staff Lounge is located on the west side of the Cafeteria (on the main campus). The hours of operation may vary during College breaks and other non-peak times. There is also a Staff Lounge located in the Student Services Center, 3rd Floor.

FITNESS CENTER

CPC Building

https://www.smc.edu/academics/academic-departments/kinesiology-athletics/facilities.php

(310) 434-4741

The Fitness Center is available to students during KIN PE 10 classes and faculty/staff during staff hours. It is located on the second floor of the Core Performance Center (CPC). It features an Aerobic Super Circuit system that combines low intensity, high repetition circuit weight training with aerobic activity stations. The system has been proven successful and is especially designed to be efficient, effective, and fun! There are resistance machines, dumbbells, and cardiovascular machines.

All students, faculty and staff that use the room are required to be dressed to work out and wearing athletic shoes. Everyone is required to sign in upon entering and show a valid faculty/staff ID. Anyone that misuses the equipment will be asked to leave and not allowed back.

Faculty/staff hours are from 6am-8am M-Th and from 5pm-7pm M-Th during fall and spring semesters and winter and summer sessions only. (The facility is closed between semesters and sessions.)

GUEST PARKING
https://www.smc.edu/about/campuses/parking-transportation/

Visitor parking for the main campus is available for $11 for 8 hours from time of purchase. Purchase visitor parking passes at the kiosks located in the circular driveway at the Student Services Building and/or by the Business Building. All students and visitors are expected to follow *SMC's parking rules and regulations*.
Questions regarding visitor parking should be directed to the Cashier's office (310) 434-4664.

The Administration Building at 2714 Pico Blvd. has assigned parking spaces; there are no guest parking spaces available. Metered street parking is available on Pico Boulevard for short term parking. For long term (i.e., all day) or guest parking at 2714 Pico Blvd., contact Letty Kilian (*Kilian_Leticia@smc.edu*).

HEALTH AND WELLBEING

https://www.smc.edu/student-support/health-wellbeing/

Student Health Services Center
https://www.smc.edu/student-support/health-wellbeing/health-services/
(310) 434-4262

The Student Health Services Center is located near the East entrance to the cafeteria foyer.

This office handles any injuries or illnesses that occur on campus during the day and recommends that even students with minor injuries should be examined by a staff member of the Health Services Center. For more severe injuries, the Health Services Center will send a staff member to the classroom.

This office provides all the contract tracing for COVID-19. Faculty and staff who test positive for COVID-19 should remain at home and e-mail *COVID19HR@smc.edu*. Students should e-mail *HealthCenter@smc.edu*. An SMC healthcare professional will reach out after receiving the results to start the contact tracing process, return to work protocol for staff, and return to school protocol for students. For more information about the COVID-19 requirements, visit the webpage: *https://www.smc.edu/news/coronavirus/*.

Always phone the Campus Police at (310) 434-4300 if someone has a medical emergency and Campus Police will contact Student Health if they evaluate outside emergency response is not necessary. Do not call 911 as campus police will respond faster. In situations where outside emergency response is not needed, Police will reach out to Student Health who will respond to the emergency.

The Center for Wellness and Wellbeing
https://www.smc.edu/student-support/health-wellbeing/center-for-wellness-and-wellbeing/
(310)434-4503

The Center for Wellness and Wellbeing provides a wide range of emotional support for students and consultation for faculty and staff working with a student. Staff can consult by calling our office to speak with one of our SMC clinicians or consult by calling our 24/7 emotional support hotline at 800-691-4022. Staff or students can also take a brief mental health screening online and be connected with local resources.

Faculty and staff can also encourage students to visit *Wellness Central* where they can review a variety of wellness resources including information on depression, anxiety, stress, and more.

Basic Needs
https://www.smc.edu/student-support/health-wellbeing/basic-needs/
(310) 434-3100

Students needing support with food, housing, or financial relief can access support by visiting our Bodega food pantry located on the main campus in Cayton Center's ground floor. Bodega has fresh produce, shelf stable food, daily, meats, clothing, hygiene, and baby products. Faculty and staff can support students by encouraging them to visit Bodega or having students request to make an appointment directly on the website.

- CalFresh is California's Supplemental Nutrition Assistance Program that provides money to eligible people for groceries. Basic Needs staff will meet with students one-on-one to address their concerns, help with verification documents, and complete applications.

LOCKS, KEYS/FOBs, AND SECURITY

Most of the instructional rooms and offices are assigned to departments. Keys and fobs are issued on an "as needed" basis when the appropriate Department Chair fills out and submits a key request or an electronic access form. If your Department Chair determines that you need keys, the keys will need to be approved by a Vice President and you will receive notification in your mailbox when your keys/fob are ready to be picked up at the College Police Department. Please do not loan your keys/fob to anyone. If you lose your keys/fob, notify your Department Chair and the College Police as soon as possible.

Whenever you leave a classroom or lab and it is not going to be occupied immediately by another class, you should secure the room as is appropriate.

OFFICE SPACE

Full-time faculty are assigned offices. Please see your Department Chair regarding your office location. Some departments have an arrangement whereby full-time instructors "share" their offices with other full-time or adjunct faculty. In such cases, some storage space may or may not be allotted to adjunct faculty. It is important under such an arrangement that the rights and properties of both the full-time and the adjunct faculty members be respected. See your Department Chair for details. If you do not have an office and need a place to meet with your students, see your Department Chair.

PARKING PERMITS

https://www.smc.edu/about/campuses/parking-transportation/
E-mail: *parking@smc.edu*

Permits are automated and are tied to your license plate and or temporary plate or Vehicle Identification Number (VIN). You must obtain a permit in advance: *https://www.smc.thepermitstore.com/*. The District sells one college-parking permit to each staff member. Multiple vehicles may be registered to and share the same virtual permit; however, only one vehicle per permit may be on Campus at a single time. Vehicles will need to purchase parking separately when parked on Campus concurrently and sharing a permit. All vehicles parking on any Santa Monica College property must have a valid Santa Monica College parking permit unless parked in metered spaces. Personal notes left on vehicles describing reasons for parking on the campus without the proper parking permit or for parking in an unauthorized manner do not constitute permission to park; these vehicles will be cited accordingly.

For more information on Santa Monica College rules and regulations, call (310) 434-4664.

RECYCLING & RESOURCE MANAGEMENT
https://www.smc.edu/community/sustainability/recycling.php
Recycling (310) 434-3909

 SMC is committed to reducing landfill waste through recycling and composting efforts. So when making purchases, please select reusable/recyclable/compostable materials, and be thoughtful and deliberate with disposal of your materials. SMC provides different bins around campus that collect the following materials:

- **Recycle**: Aluminum, glass, and plastics #1, 2 and 5 (number can be found by turning item upside down and looking for the tiny digit inside the chasing arrow symbol)

- **Paper**: All clean office paper, colored paper, envelopes, magazines, soft back books, etc. go in the Paper Recycle bins, found in hallways. Hardbacks must have covers torn off first.

 - **Compost**: All food waste (fruits, vegetables, meats, dairy), all soiled paper products (plates, clamshells, napkins, paper towels), and wooden utensils ***NO BIOPLASTICS***

- **Landfill**: Everything else - plastics bags, saran wrap, foam, chip bags, coffee cups, straws, candy/food wrappers, *etc. go to the landfill, so choose wisely when shopping to avoid it.*

SMC has a no food or drink policy in classrooms, so please remind students not to bring it in. They can find recycle and compost bins outside the classrooms.

REQUISITIONING SUPPLIES
Requests for classroom (instructional) supplies and equipment utilized by students are made to the Department Chair and Administrative Assistant in collaboration with the Dean overseeing budgets located in the Office of Academic Affairs.

Faculty usually bring their own markers into classrooms. Please leave erasers, erasing cloths, and cleaning fluid in the classrooms where you find them. Do not erase the boards with paper towels or anything else that will damage them. Soft rags and medical gauze work well. The boards can be cleaned with Windex. Please keep the pens capped whenever you are not using them (even for a few seconds) as this prolongs their useful life.

ROOM RESERVATIONS, CONTACT

Events Office

https://events.smc.edu/EmsWebApp/

(310) 434-3001.

You may submit a reservation request for use of College facilities on-line at *https://events.smc.edu/EmsWebApp/*. Campus and satellite facilities are listed for your selection. You may also request special equipment and services at that time of the room request. You must have confirmation from Facilities Programming (Events) prior to using any district facility. As a courtesy, inform your Department Chair if you intend to seek approval to use college facilities.

Inquiries regarding classroom availability need to be directed to the Office of Academic Affairs.

SAFETY

https://www.smc.edu/administration/police/health-and-safety/safety-tips-and-resources.php

Santa Monica College continually strives to provide an even safer, more secure campus environment for all members of our community.

Smoking, eating, and drinking are not permitted in classrooms and other instructional areas. Student safety is the responsibility of each instructor. Report potential safety hazards to the College Police department.

SWIM CENTER

2225 16th Street, Santa Monica, CA 90405

http://www.santamonicaswimcenter.org/swim-center

Tel: (310) 458-8700

The Santa Monica Swim Center is managed and run by the City of Santa Monica. SMC offers classes and trains the aquatic teams at the Center. Free swim is offered to students, faculty and staff during fall and spring semester on Tuesdays and Thursdays from 11:00am to 12:30 and Fridays from 8:00am to 11:00. During winter and summer sessions and any holidays, free swimming is <u>not</u> offered. Students, faculty, and staff should enter the pool on the south side gate, nearest to the track. An <u>SMC ID with a current sticker</u> is required upon entrance.

For more information regarding the Swim Center, check the website: *http://www.santamonicaswimcenter.org/drop-in* or call regarding available times and fees. The City does offer open swim times for a nominal fee.

TRANSPORTATION OPTIONS

https://www.smc.edu/about/campuses/parking-transportation/

Get to work with less stress while earning an extra $360 per year for commuting sustainably. Road congestion and limited parking can be frustrating, so the District offers the following options and incentives ,which allow flexibility so you can still drive when you need to:

1. Earn an extra $15, $25, or $30 each month for commuting by bus/ train/ carpool/ bike/ scooter/ foot. Details *here*.
2. Free employee pass provides unlimited rides on BBB (a value of $1,000+ per year). Available on TAP card or *mobile device*.
3. Secure bike lockers and showers available to employees in Student Services Center (SSC) or on Pearl Street. Email *sustainability@smc.edu* for details.
4. The Big Blue Bus provides service between campuses. See *www.smc.edu/transportation* for which line goes to each campus.
5. Level II EV Charging stations available at SSC, CMD and Malibu. Level I outlets available at PS3 on main campus and Bundy (East lot)

For more information, visit: *https://www.smc.edu/about/campuses/parking-transportation/*

UNAUTHORIZED OBLIGATIONS

Faculty and staff shall not contract supplies, services, equipment, or offer or assign work to another individual, unless properly authorized to do so. District procedures and policies must be followed. For further clarification regarding this policy, contact the Office of Human Resources or the Office of Academic Affairs.

FACILITIES MAINTENANCE AND OPERATIONS DEPARTMENT

The department is comprised of operations and maintenance area directors and technical managers that oversee the day-to-day operations in custodial, grounds, mechanical, and construction. Also included in the department is a staff of classified professionals that work as custodians, and grounds/landscape workers that work alongside the construction and mechanical building maintenance trades.

<div align="center">

LOCATION- CONTACT- HOURS OF OPERATION

Main Campus (Adjacent to the Santa Monica Swim Center and Corsair Field)

2121 16TH St

Santa Monica, CA 90405

Direct Line

(310) 434-4378

Monday – Friday – 7:00am – 4:00pm

</div>

WORK REQUESTS

It is recommended that work requests be submitted and/or routed through Department Chairs or Administrative Assistants. Instructions for submitting work requests can be found on the Maintenance and Operations website.

https://www.smc.edu/administration/business-services/facilities/

Work requests can be submitted online at:

https://www.smc.edu/workorders

or

via e-mail to *workorders@smc.edu*.

SECTION 7
FACULTY GOVERNANCE AND ORGANIZATIONS

Faculty service on committees is expected of and encouraged for full-time faculty. Such service can include being a sponsor of a student club, participating in faculty organizations, and assuming responsibilities related to the broader academic and social communities in which we operate. These non-teaching responsibilities are more significant now than ever before as a result of collective bargaining and legislation (AB 1725) which has imposed operational changes in hiring procedures and faculty governance. The Board of Governors of the California Community Colleges monitors the provisions of AB 1725.

ACADEMIC SENATE

https://www.smc.edu/administration/governance/academic-senate/
(310) 434-4611

The Santa Monica College Academic Senate is composed of elected faculty senators and represents all faculty in participatory governance in such areas as academic standards, curriculum development, and other academic and professional matters as stated in the Title V of the California Administration Code for Education.

ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES (ASCCC)

https://www.asccc.org/
(916) 445-4753

This is a statewide professional organization, interested in all matters pertaining to education, especially on the state level, including research, legislation, dissemination of information, and faculty rights and duties. The ASCCC, like the local faculty senates and district senates, is included in Title V of the Administration Code for Education, as representative to the Board of Governors in all faculty matters not covered by collective bargaining. For further information, write to ASCCC, 910 "K" Street, Suite 300, Sacramento, CA 95814.

FACULTY ASSOCIATION

http://www.smcfa.org/

(310) 434-4394

The Santa Monica College Faculty Association ("FA" or "the union") is the exclusive bargaining and grievance representative for the faculty of the Santa Monica Community College District and is legally required to represent every member of the bargaining unit. Union membership is not a condition for employment but because of the Agency Shop provision of the Contract, fees are automatically deducted from salary warrants. A full-time or part-time faculty member contributes .58% of their salary (.3% contribution of salary for Emeritus faculty).

FACULTY ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGES (FACCC)

http://www.faccc.org

(916) 447-8555

As a non-profit, professional association of community college educators, the FACCC promotes legislation on all matters relating to community colleges and the professional recognition of community college teachers. For further information, write to:

FACCC, 926 J St., Suite 211, Sacramento, CA 95814, or call (916) 447-8555.

SECTION 8
INSTRUCTIONAL INFORMATION AND PROCEDURES

CANVAS ACTIVATION

Canvas is the online course management system used by the District and is available to all SMC faculty to provide supplemental tools to support your class. Use of Canvas is optional yet highly recommended. Students benefit from a welcoming, well-organized digital home base for each class, and Canvas is the most familiar framework for such a space. Additionally, many faculty find it a very convenient tool for improving communication with students.

Canvas shells for on-campus classes are created by our SMC IT team several weeks before a term begins. Faculty who wish to use Canvas will need to go into their SMC faculty Canvas site (via *mProfessor*) prior to each term and "publish" each shell that they wish to make accessible to their students.

Until a shell is published, students will not have access. Faculty may choose to allow early access to Canvas up to two weeks before the first day of a term via *mProfessor*. If early access is not selected, faculty can publish their shells well in advance of a term start and students will not have access until the first day of a term.

Students begin to populate the shells approximately two weeks prior to a term and have access for four weeks after a term ends but only if faculty opt to publish the shell.

Important: Faculty who want to use Canvas to send e-mails prior to a term start will need to first publish their shell/course.

To troubleshoot activation Issues, e-mail: *distance_ed_inquiry@smc.edu*.

Help-Desk Support for Faculty (i.e., "how to use" tools, platform questions, system Connectivity Issues, E-mail Issues within Online Courses, etc.) is supported directly by Canvas. Their helpdesk team is available 24/7/365 via toll-free phone: Tel: (877) 740-2213.

COURSE SYLLABUS

During the first meeting of class, you should provide a course syllabus for your students. If you prefer to make your syllabus available electronically via Canvas or SMC e-mail, you may, but you should provide a hardcopy to any student enrolled in your class upon request. You should also upload a copy of the syllabus for each class you are teaching in your *mProfessor* portal.

Your course syllabus should indicate what is expected of your students, including your grading policy, attendance policy, a plan of course activities, and the Student Learning Outcomes for the course. Course content, including Student Learning Outcomes, is dictated by the Course Outline of Record available from your Department Chair. The Professional Ethics and Responsibilities Academic Senate-Joint Committee has developed a "model syllabus" as a resource for faculty members. The Model Syllabus can be accessed at their website: *https://www.smc.edu/administration/governance/academic-senate/committees/professional-ethics-responsibilities.php*.

Editable word documents of the model syllabus are available in Canvas Central within Canvas. A good syllabus should include:

- Name, number, and description of course (may use description in class schedule);
- Pre-requisites, co-requisites, and/or advisories;
- A summary of course content based on approved course outlines:
  - The Student Learning Outcomes for the course based upon the approved course outline;
- Required and recommended textbooks and other materials (handout packets, calculators, safety glasses, etc.);
- Your name, how to contact you through e-mail and campus mail, and the location of the Mailroom;
- Days, times, and rooms for class meetings;
- Tentative schedule of topics to be addressed in the course;
- Schedule of lab experiments and lab policies if you teach a lab course;
- Tentative dates of tests, quizzes, papers, and other course assignments;
- Date of the final exam as assigned by the college;
- Description of the grading system, including the number of points allotted to tests, quizzes, papers, lab reports attendance, etc.;
- Guidelines for papers and other assignments;
- Instructor's policy on late assignments and make-up tests;
- Instructor's policy on attendance and tardiness (Title 5 regulations specify that students will attend class regularly, and that instructors will have a method of monitoring attendance on a regular basis to determine whether a student is still actively pursuing the completion of the course);
- Instructor's policy on academic honesty (cheating), referring to the SMC Code of Academic Conduct (a statement such as "the academic honesty policy of Santa Monica College will be strictly enforced" is sufficient);
- A statement that you will make accommodation for disability related needs if students have a Disabled Student Center verification and let you know of these

needs. The Disabled Student Center requires that a disabled student "self-identify" and provide appropriate documentation to establish the existence of the disability and the need for accommodation;

- A statement that students with medical problems which might interfere with your class should let you know the nature of their problem, the action they want you to take if the problem occurs during class, the name and telephone number of their physician and/or names and numbers of people who can be called to take them home or to a place designated for their care.

IMPORTANT: Faculty must upload a pdf copy of each of your syllabi (one per course section) in *mProfessor* at the beginning of each semester. In some lab classes, a copy of your syllabus must also be provided to the appropriate laboratory technician. Questions? Contact your Department Chair.

EpiCENTER: EQUITY-MINDED PROFESSIONAL INNOVATION CENTER
Media Center Building in M104
http://www.smc.edu/epicenter/
E-mail: *EpiCenter@smc.edu*

The EpiCenter is Santa Monica College's Equity-minded Professional Innovation Center and the Professional Development hub for all employees. It is named for its dynamic role as a force with transformative effects that radiate outward. By advancing our professional skills, we not only enrich ourselves but also create a ripple effect that positively impacts our entire community.

The vision of the EpiCenter is to build community and capacity among all employee groups to make SMC a place where everyone belongs and realizes their potential. Research suggests that comprehensive professional development for faculty, classified professionals, and administrators is one tool to help close equity gaps (Condon et al., 2016; Desimone et al., 2002; Elliott & Oliver, 2016; Perez et al., 2012). The EpiCenter also strives to be a tangible demonstration of Santa Monica College's strong commitment to serving our Black and Latinx students, who experience the greatest equity gaps. This plan assumes that all employee groups will be able and encouraged to participate in professional development activities. All employee groups share a commitment to student equity, inclusion, and completion, as well as maintaining currency and building knowledge and skills in their roles. By offering a variety of opportunities tailored to the needs of all employees, the EpiCenter strives to be the center of growth, development, and professional excellence for all while also cultivating community and joy in our daily work.

EXCLUSION FOR NON-ATTENDANCE

During the semester, a student may be dropped from class when, in the instructor's judgment, the number of absences has become excessive, or in the case of online classes, for lack of substantive participation. Normally this is one hour more than twice the number of hours the class is scheduled per week, unless there are extenuating circumstances and the student, and the instructor come to a different agreement. Such a judgment should be based exclusively on the student's prospect for successfully completing the course. Policies concerning dropping or lowering the grades of students because of excessive absences should be clearly stated in writing on your syllabus at the beginning of the semester.

Although both the College catalog and schedule of classes state that it is the student's responsibility to withdraw from the class, the state mandates that faculty shall clear their class rosters of no-shows or students no longer attending as of census day (see your class roster for specific deadline dates).

Instructors must manage their rosters directly on mProfessor—not Canvas. This means that anyone attending or actively participating in a class must be officially enrolled. It is important to drop students who are not actively attending your class. The definition of non-participation includes, but is not limited to, excessive unexcused absences. Students failing to attempt or complete course requirements (more than one assignment) may fall into the non-participation category. A student who drops after the "Avoid a W" deadline will receive a "W" grade regardless of the quality of work performed or the number of previous absences. Students must drop before the 75% point in any class to receive a guaranteed W. The exact deadlines are posted in Corsair Connect and in the faculty member's *mProfessor* portal. A student who attends after the "Guaranteed W" deadline of a given class must earn a letter grade.

Instructors may not drop a student as a result of earning substandard grades.

FACULTY & STAFF TECHNOLOGY RESOURCES LAB
IT Building/Media Center, M106
https://www.smc.edu/administration/information-technology/resources.php
(310) 434-4398, or e-mail: *nasr_waleed@smc.edu*

Lab Business Hours:
Monday -Thursday: 7:30 a.m. - 7:30 p.m.
Fridays: 7:30 a.m. - 5 p.m.

The Faculty & Staff Technology Resources Lab is equipped with 28 PC-compatible machines as well as a Macintosh computer, two laser printers, and two Scantron machines. These computers offer the standard Microsoft Office Suite software (Word, Excel, Access, and PowerPoint), Office 365, Adobe software and much more. Image and OCR scanning are also available for faculty and staff.
This Technology Resources Lab is designed as a hub to support instructors in using computer technologies to enhance education at SMC. A staff person is always available for consultation, technology training, guidance, and technical assistance.

Contact the Resources Lab for all your technical and instruction-related questions. Edit your homepage, manage your e-mail, reset password, scan pictures, create PDFs, Canvas support, MS Office, Adobe, scan your exams using Parscore, *mProfessor*, Flex hours tracking, etc.

GRADING/GENERAL INFORMATION
During the first week of class, all instructors should indicate in writing their standards and criteria for grading and should state clearly how the final grade is to be determined. This should be described in the Syllabus. Students should know how much of their final grade is affected by class participation, examinations, and other assignments. Students should also be informed in writing of penalties for missed exams and policies concerning make-up exams and submission of late assignments. A clear, written explanation of grading policies discourages student complaints and will serve as documentation for the instructor in the event a student chooses to appeal a grade. All this information should be included in your course syllabus. Please ensure your grading criteria is very clear. Do not use "grading" notations on assignments such as a "+," "- ", "ü" or "û" without defining the number of points for each notation used. Using undefined notations often results in grade appeals.

All students active after the 75 percentiles of a semester or term must be awarded grades of A, B, C, D, F, or I (Incomplete). For courses designated as Pass/No Pass, the symbols P or NP will be used.

"**Incomplete**" grades can only be given when the student is currently earning a C or better in the class and is able to show that illness, accident, emergency, or special circumstances beyond the student's control prevents the completion of immediate "end of semester" course requirements. Instructors will fill out an online form when submitting their final grades.

The "Incomplete" grade is not to be used to extend deadlines that the student might reasonably be expected to meet. A student must make up an "incomplete" grade no later than one year from the time it was assigned. The instructor must indicate at the time the "incomplete" grade is given the conditions for removal of the "incomplete" and the grade to be assigned if those conditions are not met.

The California Education Code requires that students be given the grade they earn. It is against SMC policy to give a student a D or F if they have earned a higher grade (students will sometimes negotiate for a D or F if they have earned a C so that they can retake the course and try for a higher grade).

If a student commits an act of academic dishonesty the faculty member may fail the student on that assignment or exam and should submit a report to Student Judicial Affairs. The student cannot be failed for the entire course based on one instance of academic dishonesty. See Legal Opinion 07-12 from the Chancellor's Office.

If a student has a grade complaint that you cannot resolve, send the student to see the Department Chair. **Grade disputes** that cannot be resolved by the Chair are referred to the College Ombuds Office at 310-434-3986 or e-mail *ombuds@smc.edu*. The Ombuds Office will endeavor to settle the dispute through informal discussion with the instructor and the student. If the problem cannot be resolved through their efforts, a more formal Grade Appeal procedure is available to the student through the Dean of Enrollment Services. Only the instructor may change a grade unless a finding in favor of the student after undergoing a formal grade appeal is made by the Grade Appeal Committee, composed of faculty, students, and administrators. Decisions for grade changes must be based upon provisions of the California Education Code that allow changes only in cases of instructor (l) bad faith, (2) fraud, (3) incompetence, or (4) mistake.

Be sure to submit your final grade rosters online by the published deadline (*usually 7 days after the term is over*). Failure to do so negatively impacts students who are waiting for their transcripts to be sent so they can transfer, and it can also negatively impact their ability to receive Financial Aid. Grades that are submitted after the posted deadline must be accompanied by a "Grade Change Form" for each student.

GUEST SPEAKERS IN CLASSROOMS

An instructor must always be present while a class is in session. A guest speaker may be used in a class, without pay, provided the instructor of record (or another instructor who has been processed by the Office of Human Resources and approved by the Department Chair) is also present. When appropriate, an instructor may incorporate an off-campus activity into the class instruction. At least 10 days prior to the off-campus activity, (1) a field trip request form approved by the Department Chair and the Office of Academic Affairs, (2) a copy of the class roster, and (3) signed field trip form that all students have signed must be on file in the department office. Note that there is no mileage reimbursement.

MULTIMEDIA *(AUDIO/VISUAL EQUIPMENT)*

Media Center/Information Technology Building
https://www.smc.edu/administration/information-technology/media-reprographic-services/media-services.php
 (310) 434-4352

Nearly all SMC classrooms have A/V equipment located inside the classroom. Check at the A/V counter (*located in the Media Center*) or call for more information on A/V classrooms and multimedia carts, TV/VCR'S, overhead projectors, screens, etc., that can be checked out through the Media Center. Keys and equipment must be returned to the Media Center before 9:55 p.m.

You can also have educational television programs recorded for classroom use by the Media Center personnel.

Policies and Procedures for the Media Center can be found at:
https://www.smc.edu/administration/information-technology/media-reprographic-services/policies-procedures.php

OFFICE HOURS - ADJUNCT FACULTY
Article 14 of the Agreement between SMC FA & SMCCD

Adjunct faculty who are teaching load factor 1.0 courses are expected to fulfill, and are compensated for, 16 minutes of office hour time per hour of assignment in the fall and spring semesters. For example, an adjunct faculty member teaching a three-hour course is expected to hold 48 minutes of "office hour" time per week. See Article 14 and 6.4 of the faculty contract. Part-time faculty with assignments that are less than load factor 1.0 shall receive paid office hours at the parity rate of load factor 1.0 part-time assignments. For assignments with a 0.875 or .833 load factor, office hours will be compensated at the rate of 10.5 minutes per teaching

hour per week. For assignments with a 0.75 load factor, office hours will be compensated at the rate of 3 minutes per teaching hour per week. For assignments with a .6 or .5 load factor, no office hours are required. To help students who need extra help with course material, you <u>are</u> expected to make time available before, during or after class to answer questions about grades or class procedures. An option you might try is to occasionally devote a short period at the beginning or end of a regular class session for "office hours" type activities or for questions about course material and policies.

You can use your classroom (if it is open). Check with your Department Chair to see if your department has a conference room that may be available for office hours. Check with your Department Chair to see if any of the full-time faculty members in your department are willing to share their offices. Some adjunct faculty use the staff lounge to meet with their students. Time spent in office hours beyond the required minimum may be used to fulfill individual flex requirements for adjunct faculty.

Adjunct Faculty must submit their office hours via the online form available in *mProfessor* within the first week of each class session.

OFFICE HOURS - CONTRACT FACULTY
Article 6.4 of the Agreement between SMC FA & SMCCD

For each full-time faculty member whose contractual (non-overload) weekly teaching assignment is 12 to 16 WTH (weekly teaching hours) per week, four hours per week of the assigned total hours shall be devoted to office hours, regularly scheduled on at least three days of each week. Faculty members whose weekly contractual teaching assignment is 17, 18, or 19 WTH per week (load factor <1) shall schedule three office hours per week, regularly scheduled on at least three days of each week. Faculty members whose weekly contractual teaching assignment is 20 WTH (load factor 0.75) or more per week shall schedule at least one office hour per week. *(Article 6.4)*

Full-time Faculty must submit their office hours via the online form available in *mProfessor* within the first week of each class session.

OFFICE HOURS – INTERSESSIONS
Article 9 of the Agreement between SMC FA & SMCCD

All faculty, both full-time and part-time, are expected to fulfill, and are compensated for, a total of 60 minutes of office hour time per adjusted hour of teaching assignment in the winter and summer intersessions. For example, a faculty member teaching a course that would meet 3 hours per week in a full semester and at load factor 1.0 would hold a total of 180 minutes of office hours in summer or winter, or 30 minutes per week over a 6-week session. A faculty member teaching a course meeting 3 hours per week in a full semester at load factor 0.75 would hold a total of 135 minutes of office hours, or 22.5 minutes per week in a 6-week session.

All faculty must submit their intersession office hours via the online form available in *mProfessor* within the first week of each class session.

PHOTOCOPYING
Media Center/South side of Library (310) 434-4828.
Reprographics (located in the Media Center) will make copies of tests, quizzes, handouts, syllabi, etc. Originals should be submitted a minimum of 4 hours before they are needed, but please allow extra time during peak times, such as the beginning of the semester and during finals. You are allowed to make 10 copies per student per semester, exclusive of tests and syllabi. Originals may be submitted electronically using DSF Webprint (*https://webprint.smc.edu/*).

For your convenience, the Bookstore and Reprographics can build and sell your "custom course packs". Simply contact the Bookstore for more information on this process, which will allow you to distribute large quantities of documents to your student at no cost to you. They want about 6 - 8 weeks of lead-time on major packets that are needed for the beginning of a semester. They can do smaller jobs with no copy clearance, during the semester in about 2-3 days. You must fill out two forms, including a copyright clearance in the Bookstore *(contact Juarez_Elease@smc.edu)* and then take your photo-ready copy to the Media Center. You can arrange to have extra "desk copies" made of your packets at no cost to you or the department. Please provide copies of any handout labs to classified support staff as is appropriate.

RELIGIOUS HOLIDAYS
In accord with the California Education Code, Sections 262 and 76121, Santa Monica College's policy is that students may be required to make-up missed work from absences due to the observation of a religious holiday, but they cannot be penalized for such absences. This extends to any work affecting a student's grade.

STUDENT COMPUTER LABS

https://www.smc.edu/administration/information-technology/student-tech-resources.php

All Associated Student members currently enrolled at SMC may use the computers at the Cayton Associated Students Computer Lab, located on the second floor of the Cayton Building, above the cafeteria. Other labs are available only to students enrolled in specific SMC classes. However, during certain variable, non-reserved hours, some of these normally restricted labs are open to the general student population. Some labs that follow this practice are the Computer Systems and Information Systems (CSIS) Lab (Room B231 in the Business Building), as well as the English Labs in Drescher Hall 203/204 and the Science Lab in Science 240. Please access the following web page for a complete list of SMC computer labs:
https://www.smc.edu/administration/information-technology/academic-computing/

To see the open hours of the larger labs available to general students, please use the link provided above.

STUDENT MISCONDUCT/CHEATING

https://www.smc.edu/student-support/student-judicial-affairs/program-services.php
https://www.smc.edu/student-support/student-judicial-affairs/

Cheating is both academically intolerable and violates standards of student conduct. The instructor should take every step possible to prevent and discourage cheating. It is strongly suggested that instructors have alternate test forms and seat students to discourage cheating. Do not be naive enough to think that your students would never cheat in your class. Do not take it personally if your students do try to cheat. Just stop them from doing it or getting away with it. That is part of your job. The following are appropriate actions instructors may take in dealing with cheating:

- Issuing an oral reprimand and assigning a failing grade to the exam or assignment in which cheating or plagiarism has occurred.
- In more severe incidents, including, but not limited to, impersonation, stealing exams or research papers, or repeated violations, recommending suspension or expulsion may result. The campus disciplinarian administers such consequences.

In any incident of academic dishonesty, the faculty member should adhere to the following procedures:

- Inform the student that academic dishonesty was the basis for the action.
- Inform the Department Chair about the incident.
- Complete the online Academic Dishonesty Report form and submit it, along with any related evidence, to the Office of Student Judicial Affairs, within five working days of the allegation. This information will remain a part of the student's disciplinary records for three years.

STUDENT MISCONDUCT/DISRUPTIVE BEHAVIOR

https://www.smc.edu/student-support/student-judicial-affairs/program-services.php
https://www.smc.edu/student-support/student-judicial-affairs/

"Disruptive" refers to all behaviors that interfere with the legitimate instructional, administrative, or service functions of the College. This would include the behavior of students (or non-student intruders) who verbally threaten or abuse College staff or other students, physically threaten or assault others, willfully damage College property, use illegal drugs or alcohol on College grounds, or interfere with the learning environment by disruptive verbal or behavioral expressions.

You have an obligation as the instructor in charge of the class to maintain control and not allow individuals to disturb instruction. If individuals cause a class disturbance, then you need to behave in such a way as to control the disturbance. Usually stopping what you are doing and looking at the person causing the disturbance is enough. If that does not work, asking the offender to step outside, and then talking privately to the offender is probably the best method.

When you get the offender outside, do not allow yourself to be drawn into an argument. In a calm, firm voice say, "Think about what you are doing. Try to get control of yourself. You are disturbing the class. I cannot allow that to continue. If you continue to disturb the class, you will leave me with no option but to suspend you from class."

If the person tries to argue with you then say, "I don't have time now to discuss this with you. I will speak to you about this after class." Then go back into the classroom.

During the meeting after class inform the student that such behavior will not be tolerated and that if the student is unwilling or unable to accept the rules of classroom behavior, the student should withdraw from the course.

If the person refuses to cooperate with you and persists in trying to argue with you or disturbs the class in some other fashion, (1) announce to the class that there will be a fifteen-minute

break. (2) Ask to speak to the offending student in private and walk to an area of the room where there are no people. (3) As quietly, but firmly as possible, tell the offending student that they is removed from class. (As described below, classroom removal is a tool for an instructor to get a student out of a particular class for up to two class sessions.) Do not allow yourself to be drawn into an argument. If you believe the student's conduct presents a danger to you or any student, request immediate assistance from the College Police. If the offender refuses to leave the room call the College Police; inform them that you have removed a student, and that he refuses to leave your classroom. They will know what to do next. Keep your cool. Act in a calm, resolute, rational, non-emotional manner through it all.

Under California law, the instructor may remove the student for (1) the class session in which the disruptive behavior occurred, and (2) the next class period. Whether you do one or two classes, removal should be based on the nature of the conduct. In some circumstances, a one-day removal may be sufficient to correct the student's behavior. If the instructor removes a student, the instructor must file written notification of the removal with the Office of Student Judicial Affairs[2], using the *Class Removal Form*. Please also talk to your Department Chair about what happened so that the person who will likely be dealing with the student knows what is going on. If the student is disruptive the next time the student returns to class, the instructor can remove the student again.

The conduct that results in a classroom removal could also result in a formal suspension or expulsion. These procedures require more formal due process to implement. If the student appears to have emotional problems, recommend personal counseling: *https://www.smc.edu/student-support/health-wellbeing/center-for-wellness-and-wellbeing/*

STUDENT PRIVACY RIGHTS
https://www.smc.edu/admission-aid/student-records/ferpa.php

The Family Education Rights and Privacy Act of 1974 (FERPA) requires educational institutions to protect a student's privacy by developing policies and implementing procedures for maintaining the student's records to prevent unauthorized access to them and limit the types of level of access that are permitted.

To comply with FERPA, Santa Monica College has developed policies governing student records and procedures for safeguarding those records, sharing student information with individuals and organizations, and maintaining a record of persons and organizations that request or receive information from student records.

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[2] See Disciplinary Process: *https://www.smc.edu/student-support/student-judicial-affairs/*

All faculty are required to complete an online training regarding FERPA. The training can be accessed at: *www.smc.edu/ferpa* and may be used for flex credit.

FERPA for Faculty

The Family Educational Rights and Privacy Act (FERPA) and SMC policy restrict the disclosure of information from student records.

As a rule of thumb, presume that all student information is confidential, and do not disclose information without a student's written consent except to College officials who have a *legitimate educational interest* in the information (being a college employee does not in itself constitute legitimate interest). Consult with the Dean of Enrollment Services/FERPA Compliance Officer to understand which information the College can properly disclose.

Avoid inadvertently disclosing information from student records by following these examples/guidelines.

- Do not place graded, identifiable student work in the hallway or an unmonitored area for students to pick up.
- Do not post or display grades either publicly or to other students, in print or electronic form, if grades are linked to a student ID number, name, or other identifier. For larger classes, grades can be posted for exams only if a unique ID or number is used that is known only to the instructor and a student (but avoid specific ordering that may easily allow other to associate the alternate ID with the student).
- Avoid requiring students to post identifiable homework assignments or projects in a publicly accessible online forum (e.g., Facebook, YouTube, and other social media spaces).
- Instead of requiring students to participate in a publicly accessible online blog, allow students to opt out, create a private blog, or consider using the campus learning management system--Canvas.
- If Canvas or a similar system is used to solicit or share calendar or schedule information, create a private poll so student information is not disclosed to other students.
- Obtain written consent from students before sharing any of their personal information, biographical or academic, with other students, faculty, or others. Retain the written consent.
- Do not circulate or post a class roster of student names or one that includes photographs or student ID numbers.
- The cloud computing environment offers many handy and inexpensive applications. However, placing any information about students at a website not under contract with the College may raise FERPA issues. Make the use of these sites optional, or allow students concerned about privacy to provide their information to you in a secure manner.

- In letters of recommendation, faculty can discuss their personal observations, but they should not disclose information from student records, such as grades, without the student's consent.

Student Consent
Students who wish to consent to disclosure of information from student records must state in writing which records may be disclosed, identify the party or class of parties to whom the records may be disclosed, indicate the purpose of the disclosure, and sign and date their consent statement. Retain this consent.

Faculty Access to Student Information
Faculty are not automatically entitled to access all information about their students. Faculty have a legitimate educational interest in information only if the information is relevant and necessary for them to fulfill their role in the student's education.

Health or Safety Emergency Disclosure
Faculty can share information about distressed or disruptive students with College officials who have a legitimate educational interest in the information. In addition, if a health or safety emergency exists, faculty can share information with other people within the College, to protect the health or safety of the student or others. First point of contact should be College Police during an emergency.

Students' Right to Access Information
Students have a right to access most information in the records that the College maintains about them, including e-mail messages between faculty or staff that refer or relate to them. Knowing that a student might read your e-mail message later, keep your e-mail messages focused on facts and try to avoid communicating subjective judgments. Notwithstanding their general right of access, students do not have a right to access records that are kept in the sole possession of the person who created the record, are used only as a personal memory aid, and are not accessible by or revealed to any other person except a temporary substitute for the person who created the record.

Students' Right to Restrict Information
Some students exercise their right under FERPA to restrict the College from disclosing any information about them, not even their name or existence at the College, because serious threats to their personal safety exist or for other reasons. The College must ensure that no information about students who exercise this right is disclosed except to College officials who have a legitimate educational interest in the information.

Parental Access to Student Information
Parents of SMC students do not have a right to obtain information from student records, including grades and faculty records about a student's performance in class. However, a student may consent to disclosure of information to his/her parents; albeit, faculty and the College are under no obligation to share/disclose that information.

TAPE RECORDING IN CLASSROOMS
State law provides for the protection of instructors by requiring that the use of listening or recording devices in the classroom must have prior approval by the instructor concerned. Faculty should, however, recall that Federal law mandates "reasonable accommodation" for disabled students and such devices may be necessary for reasonable accommodation purposes. If you have questions about reasonable accommodations for students, please contact the Office of Human Resources and we will refer you to the appropriate resource/compliance officer.

WITHDRAWALS (FOR STUDENTS FROM CLASS)
A student enrolled in any class at Santa Monica College must attend all sessions of the class that meet during the first week of the class or in the case of online courses, must participate the first week of classes or risk being dropped from the class by the instructor.

It is the instructor's responsibility to clear their rosters of No-Show students prior to the census deadline (which can be found on their online roster in the faculty portal.) This is an important obligation for faculty and is outlined in Title 5 Section 58004 (c) (1)-(3).

Since attendance is essential for normal progress in a class, a student is expected to be in class regularly and on time. Faculty will determine the consequences of absences and late arrivals and should clearly outline their policy in their syllabus.

To withdraw from a class, a student may use the web enrollment system. It is the student's responsibility to withdraw from a class; informing the instructor is NOT sufficient notice. Failure to withdraw (officially drop) from a class could result in a grade of "F" (0.0).

**SECTION 9
PARTICIPATORY GOVERNANCE AT
SANTA MONICA COMMUNITY COLLEGE DISTRICT**

ACADEMIC SENATE JOINT COMMITTEES

https://www.smc.edu/administration/governance/academic-senate/

The Academic Senate is an organization whose primary function is to make recommendations to the administration of the college and to the governing board with respect to academic and professional matters. Information related to the work of the Academic Senate, including its subcommittees can be found at *https://www.smc.edu/administration/governance/academic-senate/executive-committee.php.*

If you are interested in serving on one of these committees, please contact the Academic Senate President at 310-434-4611.

ACADEMIC SENATE SUB-COMMITTEES

https://www.smc.edu/administration/governance/academic-senate/executive-committee.php

A full list of the Academic Senate Sub-Committees can be found at the link above.

DISTRICT PLANNING ADVISORY COUNCIL (DPAC)

https://www.smc.edu/administration/governance/district-planning-policies/

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate, Associated Students, or the Management Association. Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services, and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (*Academic Senate* and *Faculty Association*), classified professional (*CSEA*), students (*Associated Students*) and management (*Management Association*), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law. (*Adopted: 1/10/05*)

SECTION 10
ORGANIZATIONAL CHART

ADMINISTRATION

https://www.smc.edu/administration/governance/documents/Org-Charts-February-2025.pdf

The management organization charts can be located on-line on the Santa Monica College website under *Leadership and Governance.*

SECTION 11
OTHER CREDIT AND NOT-FOR-CREDIT PROGRAMS

COMMUNITY EDUCATION AND PROFESSIONAL DEVELOPMENT
SMC Community Education
1227 Second St., Room 410
Santa Monica, CA 90401
https://commed.smc.edu/
(310) 434-3400

Community Education meets the lifelong learning needs of the community by providing a choice of dozens of classes each semester to individuals who wish to explore their personal interests or enhance professional skills. Our short-term, low-cost, not-for-credit courses respond to the interests of the community, enriching lives through hands-on workshops and lively classes in art, writing, dance, and many other areas. Classes on a wide range of topics are also offered online. More information is available by calling the SMC Community Education office or visiting the Community Education website.

EMERITUS: A NONCREDIT, OLDER ADULT PROGRAM
Emeritus Campus
1227 Second Street
Santa Monica 90401
https://www.smc.edu/emeritus
(310) 434-4306
Email: *emeritus@smc.edu*

SMC Emeritus is a unique noncredit program at Santa Monica College for adults age 55 and up. Established in 1974, the model program's curriculum includes courses designed to serve the interests and needs of adults who are now in or preparing for retirement, those dedicated to lifelong learning, and those seeking continued personal growth through creative use of their time. SMC Emeritus classes are offered primarily during the day at the SMC Emeritus Campus near the popular Third Street Promenade, and throughout the community in easily accessible locations, including Malibu – and there are many classes offered online as well. There are no fees for the noncredit courses. Registration and enrollment are by mail, walk-in, or Internet. Registration forms are included in the SMC Emeritus schedule of classes and may also be downloaded from the SMC Emeritus website. SMC Emeritus also operates an art gallery (*www.smc.edu/emeritusgallery*) and hosts opening receptions for its exhibitions of works by students and members of the community. More information is available by calling the SMC Emeritus office or visiting the Emeritus website.

NONCREDIT INTIATIVES CLASSES

Bundy Campus

3171 S. Bundy Dr. (at Airport Ave.), Room 112

Los Angeles, CA 90066

https://www.smc.edu/noncredit

(310) 434-3399

Noncredit classes are part of a flexible tuition-free program that offers short-term certificates that assist in entering the workforce or continuing your education. We also offer free, open-entry noncredit ESL and citizenship classes. Classes are open to anybody 18 or older, living in California, and do not possess an F-1 student visa. To create a noncredit certificate program, please connect with your department chair and contact the Noncredit Initiatives Department.

SECTION 12
PAYROLL

ADDRESS/CONTACT INFORMATION

Administration Building

2714 Pico Blvd

Santa Monica, CA 90405

(310) 434-4234

Faculty and staff who believe there is a mistake in their pay rate should first contact the *Office of Human Resources* by telephone or e-mail. The Administration Building is not open to the public, including District staff who do not work in the building. The matter will be reviewed, and faculty may be asked to contact the Payroll department for clarification.

The Payroll Department, located on the 3rd floor of the Administration Building, is responsible for issuing payroll warrants to all employees (faculty, staff, and students). Payroll schedules can be found at *https://www.smc.edu/administration/business-services/payroll/payroll-schedules.php*

Salary Schedules may be found online at
https://www.smc.edu/administration/human-resources/employee-resources/salary-schedules-job-positions-salary-ranges.php

FALL/SPRING SEMESTER
Article 8, Agreement between SMC FA and the District

Hourly employees working a compressed 16-week semester assignment shall be paid in four installments each semester during the regular year. Payment shall be made on the last weekday of each month after the first month of the semester.

PAYROLL SCHEDULES
https://www.smc.edu/administration/business-services/payroll/payroll-schedules.php

Dates checks are released vary from session to session and semester to semester. Please check with the Payroll Department for dates or click on the link above.

SUMMER and WINTER SESSION

Article 8, Agreement between SMC FA and the District

Three checks of equal amount are issued for six- and eight-week intersession assignments. Dates checks that are released vary from session to session. Please check with the Payroll Department for dates.

SECTION 13
PERSONNEL INFORMATION AND PROCEDURES
OF THE OFFICE OF HUMAN RESOURCES

OFFICE OF HUMAN RESOURCES: OVERVIEW
2714 Pico Blvd., 2nd Floor, Santa Monica, CA 90405
Hours: Monday – Friday, 8:00am - 12:30pm; 1:30pm – 5:00pm
https://www.smc.edu/administration/human-resources/
(310) 434-4415

SMC is committed to building an equitable, inclusive, and diverse community made up of faculty, staff, students, and volunteers. The SMC community has the right to experience an environment free from discrimination and harassment in any of its programs, services, and activities, and works hard at eliminating such behavior.

A major role of the Office of Human Resources' role is to safeguard the interests of the District by establishing equitable procedures and by ensuring compliance with laws, policies, rules, and regulations pertaining to discrimination, harassment, and personnel matters.
The Office is charged with:

- Academic recruitment, training, and oversight of academic hiring committees, onboarding and processing of new academic administrators and faculty hires;
- Administration of health benefits, including medical, dental, vision, and life insurance, as well as voluntary benefits approved by participatory governance and the Board of Trustees;
- Compliance administration including processing and investigation of unlawful discrimination complaints and grievances lodged against the district and or district staff, and all regulatory responsibilities under Title 5 and Title IX as well as other relevant federal and state laws and regulations;
- Input of data and coordination with Los Angeles County Office of Education (LACOE), and all staff assignment changes (*See Appendix B: Guide to New Employee Processing and Salary Payment);*
- Orientation and onboarding for all new employees;
- Performance evaluation procedures and tracking for all district staff;
- Performance management and progressive intervention;
- Processing and assignment correction; and
- Professional development for all district staff.

The Office of Human Resources has developed an extensive website on which one can find a wide range of information, forms, resources, and links: *https://www.smc.edu/administration/human-resources/*

In addition, to support the unlawful discrimination laws and regulations of Title 5 and Title IX, a companion website has been developed, "Diversity, Equity & Inclusivity": *https://www.smc.edu/administration/human-resources/diversity-equity-inclusivity/*, which covers information relevant to the District's support of equal employment opportunity, unlawful discrimination, sexually related misconduct, and/or assault, and offers links and contact information to community resources.

Other services provided by the Office of Human Resources include:
- Address and telephone changes
- Changes in withholding tax exemptions
- Direct Deposit (reinstatement)
- Employee benefit packets
- Employment Verifications
- Insurance provider books
- Leave of Absence request forms
- List of Vision Care Providers
- Personnel Action Request forms (*authorization to hire*)
- Salary Updates/Changes

ABSENCES
Article 17, Agreement between SMC FA and the District

Instructors have a responsibility to meet their classes on the dates and for the time interval scheduled unless prevented from doing so by illness or another emergency. When it becomes impossible to meet a scheduled class, it is the instructor's responsibility to notify the College. This should be done by calling the Department Chair and/or following the established practices of your department. If you are unable to reach your Department Chair or other department representative before the scheduled start time of the class, contact Campus Police at 310-434-4300 to have a notification posted for your students. You must still notify the Department Chair of the absence.

Notification that you will be absent should be given to your Department Chair as early as possible. Department Chairs have the responsibility of finding appropriate substitutes for classes. Substitutes must be instructors who have been processed by the Office of Human

Resources. (See *Substitutes "Rules and Class Meeting Times" in this handbook*).

Full-time faculty shall be granted each college year a maximum of 10 days of ill time. Department Chairs shall be entitled to 11 days of ill time and Coordinators shall have 12 days of ill time.

Adjunct faculty earn illness time at the rate of seven (7) hours for each one hundred (100) hours of teaching service. Illness leave hours are earned from the first day of employment and are accumulated from semester to semester and year to year. Absences for reasons other than illness, certain emergencies, or official college business are considered personal and are unpaid.

AUTHORIZATION TO HIRE

Notices of hiring adjunct faculty are initiated by the Department Chair. The Office of Academic Affairs review and approve all pertinent information for new faculty members and their teaching assignments. The assignment must be confirmed by the Office of Human Resources before a paycheck can be issued. (*See Appendix B*)

CalSTRS CASH BALANCE PLAN & SOCIAL SECURITY RETIREMENT - PART-TIME FACULTY ONLY

CalSTRS Cash Balance Plan and Social Security Retirement are mandatory alternatives for all academic employees who are not participants in the State Teachers' Retirement System (STRS).

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Change of address or telephone number should be reported immediately to the Office of Human Resources. All College information, including payroll warrants and benefits information are sent to the address on file in the Office of Human Resources.

CREDIT UNIONS

Kinecta Federal Credit Union
https://www.kinecta.org/
310-828-5795; 800-854-9846

The Kinecta Federal Credit Union offers a variety of services to its members including checking and saving accounts, loans, auto insurance, retirement savings, and other financial services. For more information, contact Kinecta directly or visit a local branch.

Schools First Federal Credit Union
800-462-3828
https://www.schoolsfirstfcu.org/wps/portal

Schools First Federal Credit Union offers checking and saving accounts, loans, retirement savings and other financial services. The District offers automatic transfer to a Schools First FCU Summer Saver account. For more information, contact Schools First FCU directly or visit a local branch.

DISABILITIES

Under Federal and California law, the District has a duty to reasonably accommodate employees who are disabled so that disabled employees can perform the essential job duties of their positions. If you have questions about reasonable accommodations for disabled employees, please contact the Office of Human Resources and we will refer you to the appropriate resource/compliance officer.

EEO, EQUITY & EQUIVALENCY STATEMENTS

EEO Statement

The Santa Monica Community College District is committed to the principles of equal employment opportunity. All qualified applicants for employment, as well as District employees, shall have full and equal access to employment opportunity. No person shall be subjected to unlawful discrimination in any program or activity of the District. The District's Board Policy 3420 (EEO) may be accessed at:
https://www.smc.edu/administration/governance/board-of-trustees/board-policy-manual.php

Equity Statement

Santa Monica College encourages candidates that are equity-minded to apply. SMC is a minority-serving, Hispanic-serving institution. We actively seek to attract candidates from minority groups that value equity, diversity, and inclusion. Equity, diversity, and inclusion are built into the culture at SMC, and are an essential component of the work that we do. SMC is committed to racial and socioeconomic diversity as it reflects our student population, and we strive to hire candidates that share this commitment.

Equivalency Statement

The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications.

EMERGENCY CONTACT

All employees shall provide the Office of Human Resources with an emergency contact and current telephone number through which they may be reached in the event of an emergency. Employees are encouraged to update emergency contact information by filing in the appropriate form. Forms are available from the Office of Human Resources.

EVALUATION OF FACULTY

Article 7, 7.A., 7.B., 7.C. and 7.D., Agreement between SMC FA and the District

Newly hired full-time faculty are evaluated during their first (1st), second (2nd), third (3rd), and fourth (4th) year at Santa Monica College. Tenured full-time faculty members are evaluated every third (3rd) year. *At least once every nine years, this evaluation must be conducted by a panel of your peers.*

Santa Monica College utilizes a peer evaluation process for review of tenured faculty. The process is designed to foster meaningful professional growth. The assumption is that all professional educators have areas in which improvement of performance is possible.

Adjunct Faculty members shall be evaluated twice in their first four semesters of employment and at least every four (4) semesters of employment thereafter by their departments; and every fourth (4th) semester by their students.

FAMILY MEDICAL LEAVE ACT (FMLA)
Article 17, Agreement between SMC FA and the District

FMLA is an approved unpaid leave. FMLA shall begin on the first actual day of your absence and the 12 (twelve) weeks of leave shall be inclusive of any days in which you are entitled to paid leave. FMLA will run concurrently with any other leave you may have been authorized for by the District. A medical doctor or licensed practitioner must verify medical absences if it has been more than five consecutive working days.

FINGERPRINTING
Campus Police
1718 Pearl Street, Santa Monica 90405
(310)434-4608

Live Scan/Fingerprinting Process pursuant to the State of California Education Code Section 87013. The Santa Monica Community College District is mandated to obtain fingerprints from all faculty members for purposes of criminal background checks. Education Code Sections 87405 and 87406 state, in part, that a California Community College shall not employ, or retain in employment, persons having a criminal record that includes convictions for certain drug or sexual conduct offenses. Should such convictions exist, such persons will be excluded from employment opportunities or have their employment terminated. Currently, the fingerprint process is done by Live Scan. Live Scan is a system for the electronic submission of fingerprints and the subsequent automated background check and response. Faculty members shall be responsible for payment of the fees assessed by Live Scan Fingerprinting.

New employees, including all full and part-time faculty, management, supervisory, and classified employees, will be fingerprinted by District Police Officers. (*State of California, Department of Justice, Education Code Section 87013, 88024*).

HEALTH BENEFITS (MEDICAL, DENTAL, VISION CARE COVERAGE)
https://www.smc.edu/administration/human-resources/health-benefits/
Article 10, Agreement between SMC FA and the District

Full-time faculty are entitled to a full benefits package which includes medical, dental, vision care, and life insurance. Please be sure to see the benefits representative. You have 60 days from your date of hire to enroll in benefits.

Adjunct faculty who has been employed two previous semesters within the last six semesters, and, as of Monday of the third week of the semester, are assigned five or more teaching hours per week, are eligible to receive single-party Kaiser medical insurance, a composite dental plan, or a single-party vision plan for that semester. If a part-time faculty member elects the Kaiser medical insurance, they may purchase at his/her cost, coverage for dependents, the composite dental, and/or vision insurance plan. If the covered instructor's teaching load during the year drops below five hours per week, but is at least three hours, the instructor's coverage will continue through the college year unless the reduction in load is at the faculty member's request. Contact a representative of the faculty association for more details.

HIRING
(See Hiring Policy, Appendix A of this handbook)

INJURY ON THE JOB/WORKPLACE SAFETY
https://www.smc.edu/administration/business-services/risk-management/

At Santa Monica College, fostering a strong culture of safety is a core value that guides everything we do. The mission of the Safety & Risk Management Department is to proactively provide risk prevention and mitigation services, ensuring the well-being of our entire college community while minimizing potential human, environmental, and financial risks to the District.

The safety and health of our students, faculty, staff, and visitors is our highest priority. To support this commitment, the District has developed and implemented comprehensive safety programs tailored to create and maintain a secure, healthy campus environment for all.

We believe that campus safety is a shared responsibility. By working together—faculty, staff, students, and administration—we can uphold the highest standards of safety and ensure a thriving, supportive learning environment.

When a workplace injury occurs, immediately let your supervisor know. After reporting your work-related injury to your supervisor, call Company Nurse at 1-833-822-1771. A nurse will speak to you about your injury and make recommendations regarding next steps to treat the injury. Here is a link to the Company Nurse instructions: *https://www.smc.edu/administration/business-services/risk-management/QR-poster-Santa-Monica-Community-College-District.pdf*

The following link provides instructions for filing a worker's compensation claim: *https://www.smc.edu/administration/business-services/risk-management/documents/workers-compensation/WC-Claim-form-Procedures-2025a.pdf*

If you have questions about job-related injuries, workplace safety concerns, or need certificates of insurance, please contact:

- **Daniel Phillips** at (310) 434-4318 or *phillips_daniel@smc.edu*
- **Glaurys Ariass** at (310) 434-8170 or *ariass_glaurys@smc.edu*

Your active participation and engagement are essential to our collective safety. Together, we can make Santa Monica College a model of safety and well-being.

Pre-Designation of Personal Physician

If you are injured on the job, you have the right to be treated immediately by your personal physician (M.D., D.O) **if you notify your employer, in writing, prior to the injury**. Per Labor Code 4600 to qualify as your pre-designated, personal physician, the physician must agree, in writing, to treat you for a work-related injury, must have previously directed your medical care and must retain your medical history and records. Your pre-designated physician must be a general practitioner, family practitioner, board certified or board eligible internist, pediatrician, or obstetrician-gynecologist. This is an optional form.

Go to the Safety & Risk Management website for more information: *https://www.smc.edu/administration/business-services/risk-management/*

LEAVES OF ABSENCE
Article 17, Agreement between SMC FA and the District

Within the District/Faculty Association Agreement, several types of leaves are available to employees. Please discuss your request with your immediate supervisor. If you are unsure about the process, please feel free to contact the Office of Human Resource to assist with any absence and leave concerns.

MANDATED REPORTER
California law requires certain persons to report known or suspected child abuse or neglect. These individuals are known under the law as "mandated reporters." California Penal Code § 11166.5(a) requires that all mandated reporters of child abuse and neglect sign an acknowledgement of their legal duties and that the District retain it. Further, it requires that all mandated reporters be provided with the Penal Code provisions.

Child Abuse and Neglect Reporting Law (Penal Code, § 11166.5) Definitions: The following situations involving individuals under 18 years of age are reportable child abuse and neglect conditions:

1) Physical abuse
2) Sexual abuse
3) Child exploitation, child pornography and child prostitution
4) Severe or general neglect
5) Extreme corporal punishment resulting in injury
6) Willful cruelty or unjustifiable punishment
7) Abuse or neglect in out-of-home care

Who must Report: Any employee whose duties bring them into contact with children on a regular basis or any supervisor of such an employee is a mandated reporter effective January 1, 2013. This includes nearly all Santa Monica College employees including all Coaches and Assistant Coaches.

Upon hiring, all personnel will be given a copy of the following documents: Penal Code §11166.5, "Where to Report Child Abuse", "Frequently Asked Questions (FAQs)", and an "Acknowledgement Form", acknowledging the receipt of such information. All SMC employees shall sign the Acknowledgement Form and return the original, signed form to the Office of Human Resources for inclusion in their personnel file.

MEDICAL LEAVES
Article 17, Agreement between SMC FA and the District

The Board of Trustees, Superintendent/President or designee may require a medical verification statement from any academic employee who is absent due to illness or injury. Such requests may be made to determine fitness to return to work. Requests will be made on a timely basis.

Please note: Failure to verify a medical leave may result in an unpaid status for the days of your absence(s).

For leave related issues, contact Lugina Rogers, HR Analyst-Leaves & Benefits (310) 434-4060 or e-mail *Rogers_Lugina@smc.edu* in the Office of Human Resource.

MINIMUM QUALIFICATIONS

http://www.cccco.edu

With the passage of Assembly Bill 1725 (1988), the issuance of credentials was discontinued in 1990. Credentials were replaced by a set of "Minimum Qualifications" that are used to determine a candidate's eligibility for academic and administrative positions in the community college system based on their education and experience.

All public California community college districts have hiring authority and must adhere to the minimum qualifications when establishing hiring criteria and/or determining hiring eligibility. The districts may include additional criteria over and above the minimums but can never hire below the minimums. More detailed information is available at the link above.

Please Note: Holders of valid community college "life" credentials retain the right to serve under the terms of their credential and are considered to meet the statewide minimum qualifications for all academic positions within their subject matter areas (EC §87355).

Education Code Sections on Minimum Qualifications

§87350 et seq. Qualifications for Community College Personnel

To access the relevant sections of the California Code of Regulations, click on the following: *California Code of Regulations*. In the black task bar on the newly opened window, click on "Search." When prompted, enter the section number in the "Section" field.

Title 5 Regulations on Minimum Qualifications

Section Number	Section Content
53400 *et seq.*	Qualifications for Community College Personnel
53410	Instructors of Credit Courses, Counselors, and Librarians
53410.1	Professional License
53411	Health Services Professionals
53412	Instructors of Non-Credit Courses
53413	Apprenticeship Instructors
53414	Disabled Students Programs and Services Employees
53415	Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators
53416	Work Experience Instructors or Coordinators
53417	Licensed or Certificated Occupations
53420	Educational Administrators
53500 *et seq.*	Faculty Internship Programs

56260 *et seq.*................. Staffing Standards

To be employed in a California Community College, state law requires that faculty members fulfill specific requirements.

1. They must possess the minimum educational qualifications for their respective discipline prescribed by the California Community College Board of Governors or have the "equivalent."
2. They must possess a valid California Community College Credential in the subject discipline. (Issued prior to June 30, 1990).

Furthermore, the District may establish additional criteria for hiring which go well beyond the minimum qualifications set by the State.

NAME CHANGES
Administration Building/Office of Human Resources

Employees shall notify, in a timely period, the Office of Human Resources of changes in their name by filing the appropriate form and providing a copy of their new Social Security card.

PERSONAL INFORMATION (CHANGES/UPDATES)
Administration Building/Office of Human Resources

It is a good idea to review the personal information that the District has on file in the Office of Human Resources on an annual basis. Changes in the following events *require* you to notify the office of Human Resources: address, marital status, dependents, contact information, beneficiary, etc. Updates to your SMC Emergency Contact information may be made online at *https://www.surveygizmo.com/s3/712363/SMCEmergencyContact*, or you may come into the Office of Human Resources and submit the information in person.

SALARY
Article 8, Agreement between SMC FA and the District

Full-time faculty are paid on the first working day of the month. All newly hired full-time faculty will receive their first paycheck the 1st working day in October through June. All other full-time faculty have the option of being paid over 10 months or 12 months. Faculty members who

choose to be paid over 12 months will receive their first paycheck on the first working day in August. Part-time faculty are paid at the end of the month during the Fall and/or Spring in which they teach. Part-time faculty receive four paychecks per semester.

SECTION 125
https://www.smc.edu/administration/human-resources/health-benefits/fsa-section-125.php
Article 10, Agreement between SMC FA and the District

Bargaining unit members will be permitted to participate in IRS Code Section 125 plans. Seminars and enrollments shall be conducted each November for the forthcoming year. Times and dates for such seminars and enrollment period shall be convenient for faculty members.

STATE TEACHERS RETIREMENT SYSTEM (STRS)
http://www.calstrs.com/

STRS, the retirement fund program for teachers, is funded by contributions by the State and by employees. To contact STRS, call (800) 228-5453 (Sacramento). The retirement fund program also has a home loan package for members.

TAX-SHELTERED ANNUTIES (TSA)
https://www.smc.edu/administration/human-resources/health-benefits/voluntary-403b-457b-plans.php

The Board of Trustees has adopted a resolution, which makes it possible for salaried employees to purchase tax-sheltered annuities as approved by the Internal Revenue Service. These annuities are purchased by amendment to the employment contract, reducing the employee's salary by the specific amount requested. The amount deducted for this purpose is not reported to the Internal Revenue Service or the Franchise Tax Board as taxable income during the year such annuities are purchased. Income taxes are deferred until the contributions are withdrawn. A reduction in salary for the purchase of TSAs does not reduce the gross salary reported to the State Teachers' Retirement System. Further information about TSAs is available in the Office of Human Resources through the Employee Benefits Coordinator.

TUBERCULOSIS EXAM

State law requires that all persons employed, **WITHOUT EXCEPTION**, in a school district submit evidence of freedom from tuberculosis upon initial employment. No person shall be initially employed by the District in an academic assignment unless the person has submitted to an examination or assessment within the past 60 days to determine that he or she is free of active tuberculosis, by a physician licensed under the California Business and Professions Code. New employees are responsible for arranging for a TB test or assessment at the District's Health Center before the employee begins working (*Education Code §87408.6*).

Permanent employees and part-time faculty are required to renew their TB certification **every four years**. TB clearance expiration dates will be monitored by the Office of Human Resources. Employees whose TB clearances have expired will be sent a request from the Office of Human Resources to submit proof of clearance, or to schedule a TB assessment with the Health Office.

If a positive result is obtained from the skin test, the new employee will be required to obtain an X-ray. If the employee elects to go to one of the District's health care providers, the District is billed and there is no cost to the employee.

Employees who are medically unable to undergo a skin test or x-ray must present a physician's statement to that effect. The physician must also certify that an examination has been performed and that the employee has been found free of the symptoms of active tuberculosis.

UNEMPLOYMENT INSURANCE

https://www.edd.ca.gov/Unemployment/
(Funded entirely by Employers' taxes)

Unemployment Insurance is a Federal-state program, based on Federal law, but executed through state law. Unemployment Insurance was created to provide partial wage replacement to unemployed workers while they conduct an active search for new work. Employers finance the UI program by tax contributions. In California, the Employment Development Department (EDD) administers the UI program according to guidelines established by the *UI Code* and the *California Code of Regulations,* Title 22. If you have questions about unemployment insurance or if you want the State of California contract information, please access the webpage, *http://www.edd.ca.gov/unemployment/*.

SECTION 14
PUBLICATIONS

Corsair – Student Newspaper - The campus student newspaper is published approximately every week. *http://www.thecorsaironline.com/* (310) 434-4340

SMC Catalog - Published each year the SMC Catalog lists course descriptions, degree, and certificate requirements, college and district policies, regulations, and other information of interest to students and faculty; also includes a list of faculty and degrees they hold. *https://www.smc.edu/academics/classes/college-catalog/*

Santa Monica Review (SMR) - Founded by SMC English Professor Jim Krusoe in 1988, *Santa Monica Review* is a nationally distributed literary arts journal sponsored by Santa Monica College. The journal is published twice yearly, in Fall and Spring.

The *Review* currently features literary fiction and nonfiction, though in past years also included poetry. SMR represents Santa Monica College's commitment to the literary arts, community, and literacy.

In 17 years of production, the *Review* has featured both first-time writers and established literary authors, with a focus on showcasing the work of Southern California and Pacific Rim writers.

Schedule of Classes - Published each semester/term; contains classes being offered during the term, important regulations, and useful information about student services. *https://www.smc.edu/academics/classes/*

SECTION 15
STUDENT SUPPORT SERVICES

ADMISSIONS & RECORDS / ENROLLMENT SERVICES
Student Services Center, #102
http://www.smc.edu/admissions
Phone: (310) 434-4380; Fax: 310-434-3645
E-mail: *admissions@smc.edu*

Admissions and Records oversees several functions related to admission, enrollment, and graduation. Major areas that we assist students with include completing the application, adds/drops, residency, transcripts, enrollment verifications, graduation petitions, student communications, SMC GO, and Pearl (a chatbot), etc.

Unless part of the High School Concurrent Enrollment Program, students may enroll at Santa Monica College if they are a high school graduate are 18 years of age or older, or if 16 years of age or older, the student must submit a "Student Score Report" for passing the California High School Proficiency Examination and meet the residency requirements. *See Applying for Admission, below, for more information.*

APPLYING FOR ADMISSION
To enroll at SMC, new students, or students who have been away for two or more consecutive semesters must:
- File an application for admission online;
- Complete the placement process in English (or ESL) and Math;
- Complete online orientation.
- Arrange for transcripts of previous college work (or high school work, if no previous College work was completed) to be sent to the Admissions Office

Students will be e-mailed an admission welcome letter containing information regarding the online orientation, placement, and enrollment procedures.

Note: Continuing students do **NOT** have to reapply for admission.

ARTICULATION

https://www.smc.edu/student-support/academic-support/transfer-center/

SMC recognizes that articulation is the cornerstone of the transfer process. Students who plan to transfer need to know which courses completed at Santa Monica College will be accepted at the college/university of attendance.

It is highly recommended that a student meets with an SMC counselor regularly as transfer information and requirements do change. The location and office hours for the Transfer Center can be found at *https://www.smc.edu/student-support/academic-support/transfer-center/*. Additional transfer options and opportunities can be found at *https://www.smc.edu/student-support/academic-support/transfer-center/resources/*.

The Articulation Officer works closely with UC and CSU and other four-year institutions to determine course equivalencies, is an active member of the SMC Curriculum Committee, and serves as an important resource of information for SMC faculty and staff.

Santa Monica College articulation agreements with the California State University and the University of California can be found on the Articulation System Stimulating Inter-Institutional Transfer website *ASSIST*.

ASSOCIATED STUDENTS (AS)

https://www.smc.edu/community/office-of-student-life/student-government/
Cayton Center (310) 434-4000

Associated Students provides students with the opportunity to enrich their college experience by becoming involved in student government and in a variety of campus clubs.

ATHLETICS

http://www.smccorsairs.com/landing/index
(310) 434-4311

Santa Monica College has a proud tradition of championship teams and student athlete alumni who have gone on to successful careers at four-year College, university, and professional team levels. SMC competes in the Western State Conference participating in 18 sports and is a member of the Californian Community College Commission on Athletics.

ATHLETICS COUNSELING

Corsair Gym, 2nd Floor, Rm 215

https://www.smc.edu/academics/academic-departments/kinesiology-athletics/athletics-counseling.php

(310) 434-8017

This counseling program assists SMC athletes with academic planning, class scheduling, unit enrollment requirements, athletic eligibility, and other athlete-specific educational and counseling issues.

AUDITING OF CLASSES

Student auditing is not permitted at Santa Monica College. "Informal auditing" is not permitted. All students attending class must be enrolled for credit through the Admissions and Records Office. Students attending not-for-credit classes must be enrolled through the SMC Community Education Office.

BACK TO SUCCESS

https://www.smc.edu/student-support/academic-support/counseling/strategies-for-success.php

Strategies for Academic Success (formerly 'Back to Success') is dedicated to student success at SMC to help them reach their goals. This workshop is for SMC students who received an Academic and/or Progress Alert. The Strategies for Academic Success workshop is available through the Canvas portal. Students can self-enroll by going to Canvas: Enroll in Workshop. Once the workshop modules and Action Plan for Success are completed, a counselor will respond to the student via Canvas.

BLACK COLLEGIANS PROGRAM UMOJA COMMUNITY

Student Services Center, 2nd Floor

https://www.smc.edu/student-support/academic-support/counseling/special-support-programs/black-collegians/

(310) 434-4232

E-mail: *Black_Collegians@smc.edu*

The Black Collegians Program, Umoja Community, is dedicated to promoting, encouraging, and increasing the retention, transfer, academic success, and graduation of Black students. We are part of the statewide California Community Colleges Umoja Community which promotes

student success and improved lifetime outcomes for all students through an experience that is responsive to the legacy of the African and African American diasporas. Students engage in a comprehensive set of services that centers on meeting the needs of our amazing students and creating a sense of belonging at the college.

CALFRESH OUTREACH
https://www.smc.edu/student-support/health-wellbeing/basic-needs/calfresh.php
(310) 434-4743

Students who need assistance in buying groceries for themselves and their families can apply for CalFresh, California's Supplemental Nutrition Assistance Program that provides money to eligible people for groceries. Basic Needs staff will meet with students one-on-one to address their concerns, help with verification documents, complete applications, and explore other resources as needed. Faculty and staff can support students by encouraging them to apply for CalFresh benefits and speak with Basic Needs staff to assist them with an application or to answer any program related questions.

CALWORKS
Student Services Center, #238
http://www.smc.edu/CalWORKs
(310) 434-4082

The California Work Opportunities and Responsibilities to Kids Program (CalWORKS) at SMC works in collaboration with the Los Angeles County Department of Social Services (DPSS) and the Greater Avenues to Independence Program (GAIN), to offer eligible parenting students receiving Temporary Aid for Needy Families (TANF) the support needed to successfully transition to self-sufficiency. This includes academic and counseling support, employment preparation, work-study experiences, financial resources, and childcare referral.

CARE *(Cooperative Agencies and Resources for Education)*
Student Services Center, Room #238
http://www.smc.edu/EOPS
(310) 434-4449

CARE is a state-funded counseling and retention program that offers educational and financial support services to EOPS single parents receiving Temporary Aid for Needy Families (TANF) and attending SMC full time. Services include academic counseling, parenting workshops, and financial assistance.

CARE & PREVENTION TEAM *(formerly Crisis Prevention Team)*
http://www.smc.edu/care

The Care and Prevention Team is a campus resource for faculty and staff to refer students experiencing distress, and/or displaying alarming, problematic, or disruptive student behavior. The team responds to non-emergency concerns and uses a proactive approach to discuss potential problems, intervene early, and develop appropriate courses of action for referred students. The goal is to support students who may be in distress and/or whose behavior is of concern to others before they rise to crisis levels.

<div style="color:red; text-align:center; font-weight:bold">

In an emergency, 24/7, from any campus phone dial 4300 or 911.
From a mobile phone, call SMC dispatch at 310.434.4300
If off campus, call 911.

</div>

The SMC *Care & Prevention Team* is composed of various members of the SMC campus community whose role(s) and areas of expertise are key to effectively respond to a range of crisis situations and/or incidents of concern.

Team members

- Johnnie Adams, Chief of Police, Ext. 4302
- Danilo Donoso, Coordinator of the Center for Wellness and Wellbeing, Ext. 4438
- Susan Fila, Chair of the CPT, Interim Dean, Health and Wellbeing, Ext. 4433
- Sara Nieves-Lucas, Chair Counseling Department, Ext. 8187
- Denise Kinsella, Associate Dean of International Education, Ext. 3466
- Lina Ladyzhenskaya, Director of Student Judicial Affairs, Ext. 4655
- Corinee Figueroa, Faculty Coordinator, Center for Students with Disabilities, Ext. 4299
- Dione Hodges, Dean, Academic Affairs, Ext. 4858
- Robert Myers, Campus Counsel
- Paul Klumpe, Campus Ombudsperson, Ext. 8740
- Vina China, Compliance Administrator Title IX Coordinator, Ext. 8071
- Matthew Williamson, Case Management Coordinator, Ext. 4192
- Sharlyne Massillon, Director, Basic Needs, Ext. 4065
- Tracie Hunter, Associate Dean, Financial Aid, Ext. 4871

When to report a concern

If the student:

- Appears to be struggling academically and/or is not attending classes regularly.
- Reports feeling overwhelmed and/or uncomfortable transitioning to campus.
- Experiences feelings of isolation, loneliness, or disconnection from peers
- Writes about threats to harm self or others.
- Appears to be going through family problems, relationship problems and/or a break-up.
- Experiences the loss of a loved one.
- Constantly asks for help with personal problems (for example, consistently anxious, stressed, and/or depressed) that are beyond the scope of your role and/or expertise levels.
- May benefit from a personalized outreach regarding resources available on campus.
- Housing and food insecurity
- Disclosed history of mental health or previous hospitalization

If you observe:

- Changes in appearance, behavior, or weight
- Inappropriate behavior or emotional outbursts
- Inappropriate/disturbing comments in conversation, written assignments, e-mails, online discussion posts or social media
- The possession of weapons
- Alcohol or drug abuse
- Fixated thoughts or bullying

Please note that this is not an all-inclusive list. The Care and Prevention Team is always readily available to discuss scenarios concerning a student's health, well-being, and safety.

If you would like to report a concern, please use the **Referral** link below:
https://cm.maxient.com/reportingform.php?SantaMonicaCollege

CAREER SERVICES CENTER

Student Services Center, Welcome Center, 1st Floor

https://www.smc.edu/student-support/career-services/

(310) 434-4337

SMC's Career Services Center is a one-stop shop for student career needs. The center offers individual career counseling, a Counseling 12 Class called Exploring College Majors and Career, a Counseling 15 Class called Job Search Techniques, as well as assistance in preparing for the world of work. This includes resume writing, cover letters, interviewing techniques, and how to gain experience to become employed.

CASHIER'S OFFICE *(formerly the Bursar's Office)*

Student Services Center, 1st Floor

https://www.smc.edu/administration/business-services/education-enterprise/cashiers-office.php

(310) 434-4664

E-mails: cashier@smc.edu;parking@smc.edu

Accepts payment of student fees, parking permits, ID cards, Big Blue Bus, and Metro cards, BankMobile payments, and student transcript payments.

CENTER FOR STUDENTS WITH DISABILITIES

Student Services Center, 1st Floor

https://www.smc.edu/student-support/center-for-students-with-disabilities/

Voice: (310) 434-4265 / Video Phone: (424) 238-4272

Fax: (310) 434-4272

E-mail: dsps@smc.edu

High Tech Training Center

Student Services Center, 1st Floor

Phone: (310) 434-4267

Learning Disabilities Program

Student Services Center, 3rd Floor

Phone: (310) 434-4684 or (310) 434-4265

The Center for Students with Disabilities provides support services to students with a-disability, who need accommodations to mitigate their disability related educational limitations in their classes. Examples of services include, but are not limited to, academic counseling, assistive

technology, alternate media, sign language interpreting, learning disability and acquired brain injury assessment, note taking, test proctoring, and support classes.

Qualified students who would like to request accommodations   should contact the Center for Student with Disabilities by calling (310) 434-4265 or e-mailing *dsps@smc.edu* as soon as possible.

Under Federal and California law, the District has a duty to provide reasonable accommodations to students with disabilities. If you have questions about reasonable accommodations for students, please contact the Center for Students with Disabilities, or Eric Oifer, the ADA/504 Compliance Officer at *Oifer_Eric@smc.edu*.

Printed materials are available in alternative media upon request. To request publications in alternate formats for disability accommodation, send an e-mail to httc@smc.edu or call (310) 434-4267.

Faculty members who may require an accommodation should contact the Office of Human Resources

Note: For faculty who experience hearing loss and require an interpreter or captioner, contact the Office of Human Resources.

CENTER FOR WELLNESS AND WELLBEING
http://www.smc.edu/wellness

To make an appointment: (310) 434-4503 / *cww@smc.edu,* or visit our website and click on the "How to Make an Appointment" button
For 24/7 emotional support, call (800) 691-6003

The Center provides confidential psychological support for students to help them meet the personal challenges and stresses of their daily lives. Services include short term counseling, referral services, psycho-educational presentations, and crisis intervention. Services are provided by licensed psychologists and/or graduate psychology interns.

Students can also call the 24/7 emotional support hotline (800) 691-6003 at any time for in-the-moment support from a mental health clinician affiliated with the Center for Wellness & Wellbeing.

COUNSELING

http://www.smc.edu/counseling
To find the special program or specific service, click on "How to Connect with a Counselor"
https://www.smc.edu/student-support/academic-support/counseling/contact.php

The Counseling Department at Santa Monica College has approximately 47 full-time and 142 part-time academic counselors, who work in 26 different specialized counseling programs and services. There are also four full-time and six part-time DSPS specialists and two full-time and seven part-time psychologists/social workers. Counselors counsel students individually and in small groups, lead student success workshops, and teach Counseling classes. (*See the Transfer Center/Counseling in this section of the handbook for further information.*)

COUNSELING CLASSES

The Counseling Department offers several Counseling classes to help students achieve success in school and in life. These courses, taught by Counseling Faculty, include:

Course Name	Description	CSU Transferable	UC Transferable
Counseling 1	Developing Learning Skills	P	
Counseling 11	Orientation to Higher Education	P	
Counseling 12	Career Planning	P	P
Counseling 19	Orientation Seminar	P	
Counseling 20	Student Success Seminar	P	P

Counseling 20 is typically one of SMC's top five most enrolled courses in the Fall and supports SMC's overall student retention effort. The Counseling Department also offers many courses through the Disabled Student Services Program, covering similar topics and designed specifically for students with learning and/or physical disabilities.

DEGREE AUDIT / MyEdPlan

https://www.smc.edu/student-support/academic-support/counseling/myedplan.php

The Degree Audit program enables counselors to track student progress towards educational goals in "real time." Counselors also utilize an electronic educational planning program called "MyEdPlan" which is also web-accessible to students. Both programs were created in-house by our IT department, are well utilized, and continue to evolve as needs are identified.

DISCIPLINARIAN (STUDENT JUDICIAL AFFAIRS)

https://www.smc.edu/student-support/student-judicial-affairs/

see Office of Student Judicial Affairs in this section of the handbook

DREAM PROGRAM

Student Services Center, Room #238

http://www.smc.edu/DREAM

(310) 434-4892

The Santa Monica College DREAM Program provides support services to undocumented students to increase personal growth, development, and retention through academic, career, and personal counseling. The program also assists participants in applying for the California Dream Act/Financial Aid and scholarships and provide workshops relative to undocumented students and their families.

Education EDPLAN: Stellic

https://www.smc.edu/student-support/academic-support/counseling/myedplan.php

The Student Success Act of 2012 requires that all new, first-time college students have in place an *abbreviated* education plan consisting of one or two semesters/sessions *prior* to enrolling in their first term; and then a *comprehensive* education plan, by the time students complete their 15th unit of study or before completing their third semester. Santa Monica College complies with this mandate by utilizing a student education planning program and degree management system called Stellic, designed for student and counselor use. New students are prompted to complete this online educational planning tool before enrolling in their first term of classes. Workshops to help students create their educational plan are offered in the Summer, Fall, Winter, and Spring.

EOPS (EXTENDED OPPORTUNITIES, PROGRAMS AND SERVICES)

Student Services Center, Room#238

http://www.smc.edu/EOPS

(310) 434-4268

EOPS is a counseling and retention program for full-time students who come from low-income families, are first generation college students, or face other barriers to educational success. Services include academic counseling, priority registration, textbook assistance, tutoring,

school supplies, transfer assistance and much more.

EQUITY, PATHWAYS, AND INCLUSION (EPI)
Student Services Center, Room# 367
https://www.smc.edu/administration/epi/

The Office of Equity, Pathways, and Inclusion (established in 2020) is committed to developing an integrated infrastructure that supports the efforts of the college community (students, faculty, staff, administrators) to center the experiences of those most impacted by structural racial inequity in order to advance racial equity in terms of outcomes and experiences.

To meet this commitment, EPI is driven by SMC's equity mission and vision and strives to:

- Actively collaborate with the various institutional bodies and key stakeholders to develop, align, support, and assess equity-focused decision-making, programming, education, training, and activities that promote and advance racial equity, pathways, and inclusion goals and outcomes
- Foster and facilitate collaboration to develop and implement equity-centered experiences for our college community who belong to historically racially minoritized and oppressed groups
- Identify and remove policies, practices, and procedures that create barriers and inequitable outcomes and experiences, in the access and success for those most impacted by structural racial inequity in our college community
- Facilitate and promote a culture of care and belonging—both inside and outside the classroom—to improve the racial climate at SMC
- Curate equity-focused professional development opportunities for all employee groups which offer support and education to advance racial equity, pathways and inclusion
- Draw from existing scholarship and evidence-based practices to provide leadership, support, education, and accountability in advancing racial equity, pathways and inclusion
- Cultivate an environment where racial equity and inclusion are infused in the daily operations of the college

To learn more about the Office of Equity, Pathways, and Inclusion, please feel free to e-mail us at *EPI@smc.edu* and a website will be launching soon.

FACULTY GUIDE

https://www.smc.edu/admission-aid/faculty/

The purpose of the Admissions & Records Faculty Guide is to provide information to instructional faculty on select topics related to student enrollment policies and procedures, including enrollment, grade changes, dates, and deadlines, etc. Informative "how to" handouts are available.

FINANCIAL AID & SCHOLARSHIPS OFFICE

https://www.smc.edu/admission-aid/financial-aid-scholarships/
Student Services Center, 1st Floor . To reach us by phone. join our QLess line for assistance:
https://kiosk.us1.qless.com/kiosk/app/home/12808

Financial aid is ***funding assistance to be used for educational college expenses***. It is provided by through a variety of resources through federal and state taxpayers to ensure that *everyone* who wants a college education has the financial ability to pay for their academic pursuits.

The Financial Aid office provides information and assistance with submitting applications for federal and state grants, work study, loans, and fee waivers. Institutional Scholarships are also offered for a wide variety from funding received front the Foundation Office to support student achievements and activities through the SMC scholarship office.

FOOD SERVICES

Santa Monica College food services are located on the ground floor of the Cayton Center. The food services area includes a food court that offers a selection of meals, snacks, and beverages at reasonable prices. Service is indoors, and seating is available inside and outside in the patio areas. Food and beverage carts, as well as vending machines, can be found at various locations on and off campus.

GENERAL COUNSELING & TRANSFER SERVICES

https://www.smc.edu/student-support/academic-support/transfer-center/contact-hours.php
Student Services Center, 2nd^t Floor (310) 434-4210

General Counseling & Transfer Services provides academic counseling to all students, focusing services on work life/school balance, overcoming barriers to success, and other related issues; assistance with course selection and academic planning; advisement on occupational

certificates, Associate of Arts degree, and transfer requirements; discussion of important dates and deadlines; and counseling academic/progress alert or disqualified students.

Transfer services include visits from campus representatives from over 60 four-year institutions, campus tours of California colleges and universities, and workshops on the transfer application process and financial aid. For more information about transfer services, please visit the General Counseling/*Transfer Services website.*

GPS (GATEWAY TO PERSISTENCE AND SUCCESS)
https://www.smc.edu/student-support/academic-support/counseling/gps/

SMC GPS (Gateway to Persistence and Success) is an online communication and retention tool that supports student success by building a community and facilitating connections between students, faculty, and campus services. Using this tool, students can stay connected with their instructors, get feedback on their progress in class, and access services to help them succeed. This enhanced early alert tool can help SMC fully commit to practices and a culture of belonging that enhances persistence and success for our racially marginalized students.

GUARDIAN SCHOLARS
Student Services Center, Room #238
(310) 434-4491

The SMC Guardian Scholars Program supports the educational goals of current and former foster youth aged 17-24. The program prepares participants for academic and professional readiness, and advocates for student success. Services include academic counseling, tutoring, Financial Aid/CHAFEE assistance, direct student aid and referrals to community resources such as employment, housing, medical, transportation and scholarships.

HEALTH SERVICES CENTER
Cayton Center Complex by the Cafeteria
https://www.smc.edu/student-support/health-wellbeing/health-services/
 (310) 434-4262

The Student Health Services (SHS) Center provides primary health care services to currently enrolled Santa Monica College students as well as outreach around common college health related issues. Services include acute illness and injury evaluation, non-emergency care for mild

infections and injuries, health care counseling, physician hours, mental health counseling, preventive health information and screening programs, immunizations, and TB screening. The Health Center is staffed by registered nurses, a dietician, and health assistants. The office also conducts COVID-19 testing and all contract tracing for the college for both students and staff.

Check the Health Services Center website for hours of operation. When there is a campus emergency, call Campus police first at (310) 434-4300. Campus Police will determine if the emergency should be handled by Student Health Services, or by the paramedics. If appropriate, Campus Police will call either the paramedics or Student Health Services to respond.

INTERNATIONAL EDUCATION CENTER

Student Services Center, 3rd Floor

https://www.smc.edu/student-support/international-education/

(310) 434-4217

The International Education Center offers academic and personal counseling for international students who are studying at SMC on an F-1 Visa. For more information or questions regarding the IEC, contact *IntlEd@smc.edu*.

INTERNATIONAL STUDENTS

Student Services Center, 3rd Floor

https://www.smc.edu/student-support/international-education/

(310) 434-4217 or sending a fax to (310) 434-3615

The College defines an "international student" as a student who is admitted to this country with an F-1 foreign student visa to attend SMC. Students with F-1 Visas from other schools may enroll at SMC on a limited basis. Please consult with the International Education Center for more information. Students with other type of visas (not F-1) may enroll through the Admissions and Records Office.

The International Education Center welcomes applications from international students who wish to attend Santa Monica College. SMC has historically had 3,000 international students from more than 100 countries enrolled at the College. SMC offers several district advantages to international students beginning their university education in the United States. Application for Admission may be downloaded from the website.

LATINO CENTER

Student Services Center, 2nd Floor

https://www.smc.edu/student-support/academic-support/counseling/special-support-programs/latino-center/

(310) 434-4459

The Latino Center is dedicated to promoting, encouraging, and increasing the retention, transfer, academic success, and graduation of Latino students. The Adelante Program is a support program that focuses on academic achievement, cultural awareness, and personal growth, and offers classes that accentuate the Latinx experience. All SMC students, regardless of ethnicity, are encouraged to visit the Center.

LAW PATHWAY PROGRAM

http://www.smc.edu/LawPathway

E-mail: *LawPathway@smc.edu*

Santa Monica College's Law Pathway program fosters the skills needed to excel in a legal career. The Law Pathway program is designed to help traditionally underrepresented students that are interested in a legal career in becoming competitive applicants to law school.

LIBRARY

https://www.smc.edu/student-support/academic-support/library/

(310) 434-4254, or e-mail*: SMC_Library@smc.edu*

The SMC Library provides access to over 100 databases, many of which have integrations available with Canvas, and a collection of books that is consistently updated, including select textbooks through its Course Reserves and Textbook Commons collections. Librarians are available for class research sessions and orientations, as well as individual consultations for students and faculty. Librarian assistance is also available online 24/7 through a chat service. Students are able to access individual and group study spaces, a large computer commons space with printing, and they can borrow Chromebooks for a semester at a time. The library hosts virtual Author Talks and enriching programs for students and faculty enjoyment.

LOST AND FOUND

Santa Monica College Police Department

(310) 434-4608

(see Section 17 of this handbook)

NEW STUDENT ONLINE ORIENTATION

https://www.smc.edu/admission-aid/enrollment/orientation.php

The new student orientation is an online-based presentation designed to promote student success at Santa Monica College (SMC). It includes information on SMC programs and services, planning a schedule of classes, the enrollment process, and much more. Students who would like additional assistance are invited to contact the Welcome Center for more information.

NextUp

NextUp is a supplemental component of Extended Opportunity Programs and Services (EOPS) that is specifically for foster youth. The purpose of NextUp is to bolster, support and encourage the student success and well-being of current and former foster youth who are enrolled at Santa Monica College. By providing simple tools for success, students graduate, transfer, flourish and succeed at SMC and beyond.

NURSING/HEALTH SCIENCE COUNSELING

Bundy Campus (310) 434-3453

This program assists SMC Nursing and Respiratory Therapy students with academic planning and other health science-specific educational and counseling services.

OFFICE OF STUDENT JUDICIAL AFFAIRS

Student Services Center, 3rd Floor

https://www.smc.edu/student-support/student-judicial-affairs/

(310) 434-4220

E-mail*: student_judicial_affairs@smc.edu*

The Disciplinarian, Staff, and Ombudsperson operate under the auspices of the Vice President of Student Affairs. The Office of Student Judicial Affairs, formerly the Disciplinarian's Office, is a place to go to have problems solved, reach agreements, and to gather information. The office takes a positive, comprehensive, and proactive approach and provides a place for students and

faculty to receive information regarding student conduct, academic honesty, behavior/anger management, before these concerns become discipline problems. It is crucial that faculty know they are being supported in dealing with extremely challenging and often disruptive students. Student referrals are received from faculty, staff, and College Police. Only Santa Monica College faculty and staff members may submit the online referral forms. (*AR 4410*)

Director of Student Judicial Affairs: Lina Ladyzhenskaya,
E-mail: *ladyzhenskaya_lina@smc.edu, x4655*
For online referral forms please use link: *https://cm.maxient.com/reportingform.php?SantaMonicaCollege*

OMBUDSPERSON
https://www.smc.edu/administration/ombudsperson/
(310) 434-3986

Sandra Hutchinson, Professor of Biology, Ombudsperson – *Hutchinson_sandra@smc.edu*
Paul Klumpe, Professor of Philosophy, Ombudsperson – *Klumpe_paul@smc.edu*
Yvonne Ortega, Professor of Nutritional Science, Ombudsperson- *Ortega_yvonne@smc.edu*

The Ombudsperson acts as a listening ear, conciliator, mediator, and resource for students with problems involving other students, faculty, and administrators. Responsibilities also include investigating grade disputes and other various complex issues.

ONLINE COUNSELING
https://www.smc.edu/student-support/academic-support/counseling/online-counseling-services.php

The SMC Counseling Department provides a variety of online counseling services for new and continuing students.

OUTREACH & RECRUITMENT

Student Services Center, 1st Floor

https://www.smc.edu/student-support/welcome-center/outreach/

(310) 434-4189

The Outreach Program serves as a bridge between SMC and local high schools, middle schools, community agencies, and out- of-state schools to ensure a smooth transition process from high school to college. Outreach provides services to over 60 local high schools in LA County and out-of-state institutions, including college and career fairs, recruitment, financial aid presentations, and application workshops.

PICO PARTNERSHIP

Student Services Center, 2nd Floor, Room S238

https://www.smc.edu/picopartnership

E-mail: *picopartnership@smc.edu*

(310) 434-4926

The Pico Partnership program is a joint effort between Santa Monica College and the City of Santa Monica and is designed to meet the needs of the underserved, under-represented youth living near the college. The program assists and motivates young residents of the Pico neighborhood to pursue postsecondary activities leading to degrees, certificates, transfer to a 4-year university, and/or employment.

REGISTRATION

(See Admissions and Records)

RISING Program

http://www.smc.edu/rising

The RISING Program provides support services to formerly incarcerated and system impacted students enrolling at Santa Monica College. RISING is committed to empowering students with the successful transition into college after incarceration. RISING supports the enrollment, retention, graduation, and transfer of system impacted and formerly incarcerated students and aims to support the academic, social, and emotional well-being of participants by providing services that are focused on access, equity, and inclusion.

SCHOLARSHIPS OFFICE
Student Services Center, 1st Floor
https://www.smc.edu/admission-aid/financial-aid-scholarships/
 (310) 434-4290

The Santa Monica College Scholarship Program is sponsored by the *Santa Monica College Foundation*. The Foundation receives contributions for the Scholarship Program as well as other campus programs. For further information about contributing to the scholarship program, please contact the Foundation Office at (310) 434-4215.

Approximately *300+ scholarships* are awarded at Santa Monica College each year; criteria include scholastic achievement, financial need, participation in school activities, community service, honors, and organizational affiliations. Additional elements may be reviewed, such as educational objectives of applicants, which relate to a particular concentration, field of study, or major, place of residence or project, and design portfolios.

SCHOLARS PROGRAM
Student Services Center, 2nd Floor
https://www.smc.edu/student-support/academic-support/counseling/special-support-programs/scholars/
 (310) 434-4371

 The Scholars Program is a transfer program that aims to prepare students, particularly first-year students, first-generation college students, students from underserved schools and communities, and non-traditional students for transfer to the colleges and universities of their choice. The Scholars Program offers students dedicated counseling and courses that provide students with the educational background essential to university-level work. Through special transfer agreements with top four-year colleges and universities, Scholars students get priority consideration for admissions to the following campuses: The UCLA College of Letters and Science (TAP), UC Irvine, Loyola Marymount University, to name a few.

STEM/MÁS Program (Maximizing Achievement in STEM)
Drescher Hall 301
https://www.smc.edu/student-support/academic-support/counseling/special-support-programs/stem/
 (310) 434-3988

Maximizing Achievement in STEM (MÁS) is an academic support program designed to assist students interested in pursuing Science, Technology, Engineering, or Mathematics (STEM) majors/careers.
The MÁS program mission is to help students in STEM successfully complete their educational goal at SMC, transfer to ANY baccalaureate program, and/or enter the STEM workforce.

Benefits Include:
- Priority registration for classes
- Science-focused transfer counseling, student orientations, & workshops
- Peer mentors, STEM workshops & activities
- Wellness Support: STEM Therapist
- Tutoring services in a range of STEM subjects
- Reserved sections of select STEM courses
- Scholarship opportunities
- Industry internships and externships

STUDENT EQUITY CENTER
Location: Cayton Center, Garden Level
https://www.smc.edu/student-support/student-equity-center/
E-mail: *StudentEquityCenter@smc.edu*

Under the umbrella of the Student Equity Center are the Gender Equity Center, Racial Justice Center, Pride Center, and the Undocumented & Dream Resource Center. For more information, refer to the website address above.

STUDENT SERVICES WORKSHOP AND EVENTS CALENDAR
https://www.smc.edu/calendar/

Each semester, the Counseling Department and other student service areas conduct several workshops and events to promote student success. The Counseling Department coordinates the publication of a Student Services calendar that is widely distributed to SMC faculty and staff.

SUCCESS and ENGAGEMENT CENTER
Student Services Center, 1st Floor
https://www.smc.edu/successcenter
(310) 434-8040

Placement testing is available on a walk-in, first-come/first-served basis during our normal testing hours. The placement process is essential to evaluate students' skills in English, ESL, and mathematics, to ensure students are placed into the courses that best meet their needs. This process is used only to generate English, ESL, and math placement recommendations, and not to advance students to higher-level courses once they enter a course sequence.

SUPPLEMENTAL INSTRUCTION (SI)
Drescher Hall, Room# 302
http://www.smc.edu/si
(310) 434-4271

Supplemental Instruction is an exceptional academic assistance program designed exclusively for Santa Monica College students enrolled in specific courses. Unlike the various tutoring labs on campus, SI sessions operate in a unique manner. Our dedicated SI leaders do not simply offer tutoring or assist with homework problems. Instead, they engage in dynamic and interactive group activities, fostering a collaborative learning environment. By participating in SI, students will:

- **Grasp Challenging Concepts:** Our SI leaders are equipped to help students comprehend complex course concepts, ensuring a deeper understanding of the material.
- **Master Study Skills:** Learn invaluable study skills and techniques that can enhance the overall learning experience and promote academic success.

SI is predominantly offered for traditionally challenging courses with lower success rates.

SUSTAINABILITY CENTER
1744 Pearl Street
https://www.smc.edu/sustainabilitycenter
 (310) 434-3909

The Sustainability Center is a model of green design and an information and research center for students, faculty, and community. It is a living laboratory with many innovative green building features and materials, and provides eco-tours, a book and seed library, and other useful sustainability resources. The Center hosts the Sustainability Department, *eco-club* meetings, and the *Student Sustainability Workshops*.

TUTORING
https://www.smc.edu/student-support/academic-support/tutoring-centers/
Tutoring is a free service for all SMC students who are currently enrolled in courses.

There are multiple tutoring areas:
1. Business –Library 224, ext. 4322
2. CSIS- Library 224, ext. 4322
3. ESL- ESL 120, ext. 4569
4. Mathematics – ext. 8586
    1. MSB 107 & 108
5. Modern Languages - Drescher Hall 219, ext. 3788
6. Science Tutoring - Science Building 245, ext. 4630 or 4101
7. Writing & Humanities – Drescher Hall 312, ext. 3789

Learning Disabilities - Math Complex

The Center for Students with Disabilities, located in the Student Services Center, 1st Floor, assists students with physical and/or learning disabilities.

VETERAN SUCCESS CENTER
Veteran Success Center, Cayton Center Garden Level
https://www.smc.edu/student-support/veterans-success-center/
(310) 434-8205

The Veterans Success Center serves veterans entering college for the first time or returning to college to further their education. The Center acts as a liaison between the student and the Veterans Administration verifying enrollment for veterans and their dependents who claim their Veterans Administration Education benefits such as but not limited to benefits under the G.I. Bill or the Veterans' Vocational Rehabilitation Program. The program offers psychological counseling, as well as referrals to make accommodations for disabled veterans and family members. The center can also make referrals to external veteran –serving agencies all throughout southern California.

VIP WELCOME DAYS & SMC START-UP ACTIVITIES

http://www.smc.edu/welcome

VIP Welcome Days happen through a series of events and activities (both online and on-ground) which are aimed at connecting students to resources and supports that will help them get connected and develop a sense of belonging at SMC. Faculty, staff, and administrators all play an important role in helping engage with students and their families during these events, which happen prior to the start of the fall semester (VIP Welcome Days) as well as during the third week of the semester (SMC Start-Up). Highlights of the events include student success workshops, department and student services resource fairs, and Area of Interest workshops designed especially for new students.

WELCOME CENTER/SMC COLLEGE PROMISE PROGRAM

Student Services Center, 1st Floor
https://www.smc.edu/student-support/welcome-center/
(310) 434-8101
E-mail: *WelcomeCenter@smc.edu*

The Welcome Center is available to assist new and first-year students with the onboarding process. SMC's College Promise Program offers free enrollment and textbooks to new full-time students (12 units or more per semester) who just graduated from high school anywhere in California. Students who qualify are eligible for free enrollment in classes (a value of up to $2,300 based on current fees), a free Student ID card, free Associated Students membership, and up to $1,200 in textbook vouchers.

APPENDIX A
BOARD POLICY & ADMINISTRATIVE REGULATIONS

The District is in the process of updating and revising its Board Policy Manual with the assistance of the CCLC Policy and Procedure Service. Current Board Policies and Administrative Regulations will remain posted on the website as the District moves through the transition. Provisions that are currently in Board policy will not be repealed but may be moved to another chapter or combined with other policies.

Updated Chapters of Board policy will be posted on the website as they are approved by the Board. The former sections will remain on the website. A matrix illustrating the transition will also be posted on the website. The District's policies and procedures may be viewed at the following link: *https://www.smc.edu/administration/governance/board-of-trustees/board-policy-manual.php*

For your convenience, some of the District's policies and procedures are summarized below.

DRUG FREE ENVIRONMENT & DRUG PREVENTION PROGRAM
BP 3550

"It is unlawful to manufacture, distribute, or possess a controlled substance in the workplace and... appropriate action will be taken against an employee violating this regulation..."

INSTITUTIONAL CODE OF ETHICS
BP 3050

The Code of Ethics applies to all members of the Santa Monica College community. The college is committed to upholding the following ethical standards in carrying out its mission, vision, values, and goals: Fairness, Responsibility, Integrity, and Civility.

> *"As educators committed to student success and the advancement of knowledge, faculty members recognize our special responsibilities as teachers and counselors, scholars, colleagues, members of an academic community, and citizens. We carry out our professional duties honestly, fairly, and reflectively while showing respect for all persons."*
> *(Statement on professional ethics Adopted 03/26/02 by SMC Academic Senate).*

HIRING POLICY

The policies and practices regarding hiring will be negotiated through the campus and District Academic Senate, in accordance with AB 1725. Current policies and procedures regarding hiring may be obtained by contacting the Office of Human Resources. *(AR 3211).*

SEXUAL HARASSMENT/MUTUAL RESPECT/DISCRIMINATION

The harassment or discrimination of employees or students in the academic and work environments violates both Federal and California law and will not be tolerated by the District. To retaliate against any individual for filing or participating in a complaint of harassment or discrimination, also violates Federal and California law and will not be tolerated by the District.

The District prohibits workplace and campus violence, and strongly promotes civility in the workplace. The District is committed to maintaining a safe, collegial environment in which fear, intimidation, or bullying will not be tolerated. Treating others with civility and respect and refusing to perpetuate or tolerate bullying behavior are expected performance standards of administrators, management, faculty, staff, volunteers, and students as well as vendors, independent contractors, and visitors to the College.

For the full text of the District's policies in these areas, please review the following Board Policies at the following link:
https://www.smc.edu/administration/governance/board-of-trustees/board-policy-manual.php

- BP 3410: Nondiscrimination
- BP 3420: Equal Employment Opportunity (EEO)
- BP 3430: Prohibition of Harassment
- BP 3510: Workplace Violence
- BP 3540 Sexual and Other Assaults on Campus

For the full text of the District's administrative regulations, click on the following link:
https://www.smc.edu/administration/governance/documents/administrative-regulations/AR_3000_Human-Resources.pdf

SMOKE FREE CAMPUS

Santa Monica College is committed to providing a healthy, comfortable, and productive environment, free from the effects of second-hand smoke, for its students, faculty, and staff. Smoking shall not be permitted in any District building, vehicle, or facility, or on District grounds. *California Government Code Sections: 7596-7598 (Board Policy 3570)*

APPENDIX B
GUIDELINES: NEW EMPLOYEE PROCESSING AND SALARY PAYMENT

The following presents a short overview covering how new adjunct faculty are processed to be paid:

ONE: A "PART-TIME FACULTY ASSIGNMENT RECOMMENDATIONS" IS SUBMITTED

After a new instructor has been offered and accepted an hourly assignment, the Department Chair fills out a **Part-Time Faculty Assignment Recommendations** form noting the employee's assignment and submits it to the Academic Affairs or Student Affairs office. The form contains the new instructor's name, address, phone number, and e-mail address, the courses to be taught, the Department Chair's signature, and the date.

The Department Chair submits to the Office of Academic Affairs or Student Affairs an application, equivalency form if deemed necessary, transcripts and or any supporting documentation. This 'packet' authorizes the new employee to work.

The form is signed and reviewed by:
  a) Department Chair
  b) Dean who oversees the area
  c) College Academic/Student Affairs Officer
  d) College Human Resources Officer
  e) College Human Resources Staff member

TWO: DISTRICT PROCESSING OF NEW FACULTY

The Office of Human Resources receives the **Part-Time Faculty Assignment Recommendations** form and supporting documentation and contacts the individual to complete the processing of personnel and other employment forms. At the time of processing, the individual needs to provide two forms of identification. The Human Resources Dean reviews the authorization to hire packet; the Human Resources Specialist receives the district application and transcripts to determine the new employee's pay rate. The Academic Affairs Office, Student Affairs Office, the Mailroom, Postmaster, hiring department, and the Payroll Office are notified that the assignment is confirmed, and the faculty member is cleared to work.

THREE: THE PART-TIME FACULTY ASSIGNMENT RECOMMENDATIONS INFORMATION IS ENTERED INTO THE COMPUTER

Once a new instructor's eligibility to work has been established (fingerprinting and T.B. clearance is required), information is entered into the ISIS system by HR and the Academic Affairs staff; the instructor's class rosters will be generated by the system as well as listings in the class schedule.

FOUR: CAMPUS AUTHORIZATION TO PAY EMPLOYEE

Based on the completion of the new hire paperwork (including salary placement), the Human Resources Specialist inputs the employee's assignment into the Los Angeles County Office of Education (LACOE) system authorizing the District Payroll office to pay the new employee.

FIVE: DISTRICT PAYS EMPLOYEE

The District Payroll department sends the faculty a paycheck based on the established Payroll Schedule. Faculty are paid based on weeks and checks are mailed to the address faculty have indicated as their warrant address in the personnel processing packet, or directly deposited into a designated bank/credit union account. Adjunct faculty must reinstate their direct deposit each semester (or session) for which they are employed by the District. Pay dates are listed in the payroll schedule which faculty can obtain in the Payroll Department, or on the HR website: *https://www.smc.edu/administration/business-services/payroll/payroll-schedules.php*

Any questions regarding personnel processing should be directed to the Office of Human Resources, (310) 434-4415. Any payroll questions should be directed to Payroll office, (310) 434-4234.

APPENDIX C
TIPS TO MINIMIZE DISRUPTIVE BEHAVIOR IN THE CLASSROOM

Student behavior can have a significant impact on your classroom and the learning that takes place. While SMC faculty manage their classrooms effectively under normal circumstances, even veteran faculty members occasionally find themselves faced with unusual, challenging behavioral situations that fall outside their experience.

SMC provides a wealth of resources to support faculty in such situations, to facilitate student disciplinary processes as appropriate, and to ensure that troubled students get the help they need. Based on feedback from Department Chairs, faculty leaders, members of the Care and Prevention Team, and members of the Office of Academic Affairs, the following guidelines were developed as a tool to assist faculty in dealing with disruptive student behavior and to acquaint them with available resources. Very often taking actions such as those described below can help to minimize or stop problematic student behavior, preventing it from escalating into more serious problems.

ADDRESS BEHAVIOR PROBLEMS WHEN THEY HAPPEN
When students are disruptive in class it impacts everyone's learning experience. It is important to address the problem behavior when it happens. If you do not, the behavior is likely to continue, and you are sending a message to the rest of the class that such behavior is acceptable. It is important to manage your own frustration with problem behavior.

- Do not lose your cool.
- Ask the student to stop the behavior. If you do not want to do so in front of the class, you could take a break and talk to the student in the hallway or ask the student to step outside with you for a moment.
- Be clear exactly what needs to change and what the consequences will be if they do not. "I need for you to stop having side conversations while I am lecturing. It is distracting for everyone. If you continue to do so I will dismiss you from class for two meetings and submit a disciplinary report."
- Follow-up. If the behavior improves, acknowledge the improvement. If the behavior does not change, implement the consequences you promised.
- There are excellent online resources for faculty to help with the challenges of classroom management and discipline cases on the following webpage: *https://www.smc.edu/student-support/student-judicial-affairs/*.

RIGHTS AND RESPONSIBILITIES

☑ Review the Responsibilities as an SMC student at *https://www.smc.edu/student-support/student-judicial-affairs/student-responsibilities.php* , including the following:
- o Rules for Student Conduct (AR 4410)
- o Code of Academic Conduct (AR 4411)
- o Honor Code/Council (AR 4412)

☑ If a student is continuously disruptive in class, negatively impacting the learning environment for everyone, you may remove that student for two class meetings— the day of the incident and the next class session. When you remove a student, you must file a disciplinary report immediately. Go to this site to submit the report: *https://cm.maxient.com/reportingform.php?SantaMonicaCollege*. The student has the right to return to class following the period of removal unless further disciplinary action is taken by the office of Student Judicial Affairs.

☑ If you dismiss a student for being disruptive and they will not leave, call Campus Police at x4300.

☑ You can drop a student who has stopped attending an on-ground class or stopped participating in an online class based upon the extent to which they is unlikely to pass the course due to excessive absence.

See "Attendance Policies": *https://www.smc.edu/academics/classes/college-catalog/documents/2022-2023/22-23-SMCcatalog-Admission.pdf*. You may not drop a student for disruptive behavior; the discipline process must be followed to remove a student from class for such conduct.

☑ If you suspect a student has committed an act of academic dishonesty, you can give the student a failing grade for that assignment or exam. You must also file an academic dishonesty report.

☑ If a student is exhibiting unusual or worrisome behavior and you are not sure what to do, contact the Care and Prevention Team by submitting a referral to: *https://www.smc.edu/student-support/health-wellbeing/care-prevention-team/*

<u>CONSULT</u>

Santa Monica College has great resources to help when you face classroom management issues. The members of our world-class faculty constitute one of the greatest resources. Consult with your colleagues and brainstorm solutions to problems. Chances are that someone in your department has faced a similar challenge. Your Department Chair is a good place to start. Please contact the Office of Academic Affairs or any of the following people, for advice and assistance:

- Your Department Chair and/or colleagues.
- The ombudsperson: *https://www.smc.edu/administration/ombudsperson/*
- The campus disciplinarian: *https://www.smc.edu/student-support/student-judicial-affairs/*
- Chair of the Professional Ethics and Responsibility Committee: *https://www.smc.edu/administration/governance/academic-senate/committees/professional-ethics-responsibilities.php*
- The Care & Prevention Team: *https://www.smc.edu/student-support/health-wellbeing/care-prevention-team/*

APPENDIX D
CANVAS PRE-TERM FACULTY TIP SHEET

Canvas shells for the upcoming semester are available 1-2 months prior to a term start. Students will be enrolled approximately two weeks prior to each term's start. There is at least a one-day delay between new teaching assignments loaded in ISIS being reflected/updated in Canvas.

New hires must first have activated their SMC faculty e-mail account and have a teaching assignment in ISIS for their Canvas accounts to be generated.

HOW TO LOGIN TO CANVAS

To log into Canvas: *http://www.smc.edu/OnlineED* - click on the blue login tab. Faculty can log into our Canvas SMC campus using the same credentials that they use to access their *mProfessor* (network) account. In most cases it will be last name_first name (underscore between last and first name). Faculty will use the same password they use to access *mProfessor*.

CANVAS TECHNICAL AND "HOW TO" HELP INFORMATION

Faculty can make use of the *Canvas Helpdesk Support*. They are available by phone 24/7/365. Their toll-free number is (833) 462-8716. You can also find the helpdesk phone number inside the 'Help & Academic Resources' tab within your faculty Canvas page on the lower left.

CANVAS CENTRAL

You will find an abundance of resources, tutorials, and Q&A forums in *Canvas Central*. Please look in 'Canvas Central' first for useful guides and information regarding any inquiries regarding Canvas and our SMC community.

Do not forget to add Canvas Central to your dashboard. You can also find Canvas Central inside the 'Help & Academic Resources' tab on your faculty Canvas page on the lower left.

CANVAS TRAINING OPPORTUNITIES

We expect that there will be various forms of ongoing training offered. Faculty will be able to see the most updated list by visiting the *Canvas Faculty Training Opportunities*.

- Teaching Online with Canvas - Training Resources & Professional Development Roadmap: These resources are divided into sections based upon your skill level with your use of Canvas. Each section is designed to help you become familiar with, and excel in, learning and using Canvas to elevate your online courses. Please visit *Teaching Online*

with Canvas or refer to the PDF roadmaps that also contain a QR code to route you to this valuable resource.
- o *Teaching Online with Canvas Infographic*
- o *Teaching Online with Canvas Roadmap*

COURSE COPYING FROM ANOTHER INSTITUTION

If you have content in another Canvas shell from another institution or the Instructure faculty site, you can export and import that forward. Click here for how to export a Canvas course: *https://guides.instructure.com/m/4152/l/41323-how-do-i-export-a-canvas-course*

Click the link below for how to import a course *https://guides.instructure.com/m/4152/l/41324-how-do-i-import-a-canvas-course-export-package*

REQUESTING ADDITIONAL EMPTY SHELLS

All faculty should have received at least four sandboxes in Canvas. We urge faculty to use the free teaching account for any additional shell requests since it is a quick and convenient option for all.

It is amazing what Canvas allows us to offer faculty! We are excited to give faculty autonomy of creating their own shells and sharing with their colleagues if they wish. Faculty no longer have to be dependent on our office when they wish to develop content. Click on the following link for more information: *https://www.instructure.com/canvas/try-canvas#free-account*.

REQUESTING STUDENTS TO HAVE EARLY ACCESS TO CANVAS

Faculty may provide their students early access to Canvas courses. Early access is up to 14 days before the first day of class. Please remember to publish your Canvas shell to allow student access. The "Canvas Early Access" opt-in option is now available in mProfessor. Student access to course(s) after the term, is now extended to 4 weeks after the term date. Students will be able to access course content during this time, please adjust any settings to assignments and/or content accordingly.

REQUESTING ALTERNATE VIEW

There is a form link available inside the 'Help & Academic Resources' tab on your faculty Canvas page on the lower left. Faculty no longer have to request student access, as you are able to use the student view; *https://guides.instructure.com/m/4152/l/61153-how-do-i-enable-student-view* option inside your shells. However, please use the form to grant TA/Observer access to colleagues.

If you have general questions about the content of this post, please use our DE e-mail alias via the link below *distance_ed_inquiry@smc.edu.*

https://www.smc.edu/administration/human-resources/documents/district-calendar/DistrictCalendar2025-2026Final.pdf

SANTA MONICA COLLEGE

SANTA MONICA COMMUNITY COLLEGE DISTRICT CALENDAR 2025 - 2026

LEGEND

- First day of semester or session
- Finals Schedule
- Graduation
- Legal Holiday (Broken box, date is **bold** & red): Classes not in session/campus & offices closed
- Note: If Friday is a legal holiday, there is no class on Saturday; if Monday is a legal holiday, there is no class on Sunday.
- College Holiday/Break: Campus closed-classes not in session/campus & offices closed
- Faculty Flex Day: Date in red double box - see below for more information on Faculty Flex Days
- Opening Day/PD Day
- Note: Most offices are closed on Opening Day/PD Day
- [ ] Classes NOT in Session, BUT campus and offices are open

SEMESTER DATES 2025 - 2026

Summer 2025	
6-week Session:	June 23-Aug. 01, 2025
8-week Session:	June 23-Aug. 15, 2025
Fall 2025	
Regular Session:	Sept. 02-Dec. 23, 2025
1st 8-week Session:	Sept. 02-Oct. 26, 2025
12-week Session:	Sept. 22-Dec. 14, 2025
2nd 8-week Session:	Oct. 27-Dec. 21, 2025
Finals Week:	Dec. 16-Dec. 23, 2025
Winter 2026	
6-week Session:	Jan. 5-Feb. 12, 2026
Note: Winter classes start 01/05; first day of term is 01/05	
Spring 2026	
Regular Session:	Feb. 17- Jun. 16, 2026
1st 8-week Session:	Feb. 17- Apr. 12, 2026
12-week Session:	Mar. 9-Jun. 7, 2026
2nd 8-week Session:	Apr. 20-Jun. 14, 2026
Finals Week:	Jun. 9-Jun. 16, 2026
Summer 2026	
6-week Session:	Jun. 22-July 31, 2026
8-week Session:	Jun. 22-Aug. 14, 2026

Note: Fall and Spring short sessions end on a Sunday; Winter and Summer sessions end on a Friday
March Flex Days: Dept Flex Day=1st Friday of March; Institutional Flex Day=3rd week of March, alternate Tuesday & Thursday
Weekend Holidays During Spring Break: apply to Faculty only

Special Dates	
Graduation Day 2025:	Jun. 17, 2025
Winter Break 2025:	Dec. 24-31, 2025
Spring Break 2026:	Apr. 13-17, 2026
Graduation Day 2026:	Jun. 16, 2026
Faculty Flex Days Fall 2025	
August 26, 2025	Individual
August 27, 2025	Departmental
August 28, 2025	Fall 2025 Opening Day
August 29, 2025	Departmental
Faculty Flex Days Spring 2026	
March 6, 2026	Departmental
March 17, 2026	Spring 2026 PD Day
April 15, 2026	Individual
April 16, 2026	Individual
April 17, 2026	Individual
Faculty Flex Days Fall 2026	
August 25, 2026	Individual
August 26, 2026	Departmental
August 27, 2026	Fall 2026 Opening Day
August 28, 2026	Departmental

LEGAL & HOLIDAYS

June - December 2025	
Juneteenth:	Thursday, June 19, 2025
Independence Day:	Friday, July 4, 2025
Labor Day:	Monday, Sept. 1, 2025
Veterans' Day:	Tuesday, Nov. 11, 2025
Thanksgiving Day:	Thursday, Nov. 27, 2025
Native American Day:*	Friday, Nov. 28, 2025
Christmas Day:	Thursday, Dec. 25, 2025
College Holiday (5 of 5 days):	Dec. 24 & Dec. 26, 2025
	Dec. 29-Dec. 31, 2025**
	Dec. 27-Dec. 28, 2025***

Note: Clsf professional staff must take their 5 days bwtn 12/23 and 12/30
*In lieu of the 4th Friday in Sept. (per CA Ed Code 45206.5) aka Admissions Day
**District offices shall be closed and employees shall not be required to work during the last five weekdays in Dec. which are not otherwise holidays
***College Holiday for weekend schedules
Approved by the Board of Trustees: 11/12/2024

January - August 2026	
New Year's Day:	Thursday, Jan.01, 2026
Martin Luther King, Jr. Day:	Monday, Jan. 19, 2026
Lincoln's Day:	Friday, Feb. 13, 2026
Presidents' Day:	Monday, Feb. 16, 2026
Cesar Chavez Day:*	Tuesday, March 31, 2026
Memorial Day:	Monday, May 25, 2026
Juneteenth:	Friday, June 19, 2026
Independence Day (observed):	Friday, July 3, 2026
Independence Day:	Saturday, July 4, 2026

https://www.smc.edu/administration/human-resources/district-calendar.php

APPENDIX F
<u>**ZOOM GUIDELINES**</u>

Classrooms

In the College's remote learning environment, your home has become your classroom. When you share your video camera during a Zoom session, everyone in the class can see you. This visibility has created issues resulting in complaints at Santa Monica College and other institutions. These issues have included students brandishing weapons, wearing inappropriate attire for the classroom, sharing pornographic content, making obscene gestures, and disrupting the learning environment in other ways.

All regular College rules apply during a classroom Zoom session, including those stating that each student should:

- Not engage in disruptive behavior

- Not engage in willful disobedience of the directions of your instructor

- Not abuse other students or College personnel

- Conduct oneself in a courteous and respectful manner in communications and actions toward members of the campus community

If you share your video:

- Be appropriately attired for the classroom session

- Do not have any images visible that would be inappropriate in the classroom

- Do not have any firearm or weapon visible for others to see

- Do not make any obscene gestures (e.g., flipping off someone)

- Do not smoke or drink alcohol or be under the influence of drugs or alcohol