





The contents of this manual are intended to be used as a



August	11	Thursday	Orientation Part-Time Faculty
	12	Friday	Orientation (Service Day) All Faculty &
	15	Monday	First day of classes Fall 2015 Semester
September	5	Monday	Holiday (Labor Day) Campus Closed
November	11	Thursday	Holiday (Veterans Day) Campus Closed
	21-22	Monday-Tuesday	No Classes Campus Open
	23	Wednesday	District Holiday Campus Closed
	24-26	Thursday-Saturday	Holiday (Thanksgiving) Campus Closed
December	3-9	Saturday-Friday	End of Week of Fall; Fall; Saturday of Fall; a









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Instructors are required to clear their rosters of inactive enrollment as of census. Inactive enrollment in a course is defined as the following:

As of each census day, any student who has

1. Been identified as a no show, defined as a student who fails to attend the first class meeting. For online classes, it is a student who fails to complete the initial required activity,
- OR
2. Been dropped for excessive absences, defined as a student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week. Online courses will substitute required activities for absences/class meetings.

An instructor may drop a student after census and up until the final drop deadline (75% of the course) if the student has excessive absences and is no longer participating in the class as long as said procedures are specifically noted in the class syllabus. However, there is no responsibility on the part of the instructor to do so. Generally, students can be judged to be dropped from class if they are absent continuously for more hours than the class meets weekly. Thus, if a student misses a week of class plus one more session, they can be dropped.

To drop a student after the Census date a Drop Card must be completed and submitted to the Admissions & Records Office in Building 10. Drop Cards are available in Admissions & Records.

Adopted by Board of Trustees action, 8/4/71; amended 9/10/75, 8/1/77, 8/9/78, 8/8/79, 11/14/84, 10/09/91

Questions should be directed to the Dean of Student Affairs and Enrollment Services, Everardo Martinez, at (760) 355-6457.

Imperial Valley College is maintained for the purpose of providing students in the community



appropriate conditions and opportunities in the classroom and on campus. As members of the College community

If they can login to the Student Portal with their G#/WebSTAR PIN, then they can find out what their student email address is by going to the _____ on the Student Portal: <https://my.imperial.edu/student-email>.

For issues accessing IVC email accounts, please submit a ticket to the IVC Service Desk at: <https://servicedesk.imperial.edu>. Students can login to the Service Desk using their new IVC email address and Student Portal password. Once logged in please select the Technology Request | E-mail Support | Students request type and provide details or call (760) 355-6300 to receive help.

If you have questions or need help, contact Technology Support @ 760-355-6300 or take a look at the [Technology Support Guide](#).

IVC has switched to Regroup a mobile phone alert system to inform all staff and students about emergencies.

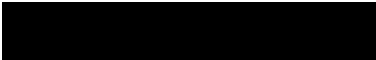
Under the 16 week compressed semester, student break times are built into classes exceeding 2 hours per session.

Use the following matrix as your guide:

<u>Class Time</u>	<u>Allowed Break Time</u>
120 minutes	10 minutes
150 minutes	10 minutes
185 minutes	20 minutes
195 minutes	20 minutes
250 minutes	30 minutes

Do not use break time to start later or to finish ahead of time. Classes are to meet the full time listed in the class schedule.

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- x The teachers shall respect the professional standing and opinions of his colleagues and shall maintain in his or her relations with them the highest standards of professional courtesy.

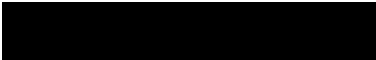
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- x The teachers shall recognize his duty to manifest responsibility, individual initiative, and integrity in his teaching and other professional actions within guidelines laid down for the profession, such as but not limited to:
 - o Turn off and put away audio-visual equipment after use, especially the projector.
 - o No food or drinks
 - o Return desks or chairs to original layout if the layout was changed
 - o Do not add desks from other classrooms. Contact Maintenance Dept. at ext. 6371 if more are needed.
 - o Clear the white board and leave dry erase markers in the classroom (if applicable)
 - o Leave the classroom clean, orderly, and ready for the next instructor.

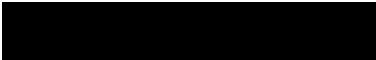
 - x The teachers shall not accept gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

 - x It shall not be correct for any teacher to censure other teachers or to criticize their work in the hearing of students and/or the general public.

Field trip activities must be pre-approved by the Vice President for Academic Services (or designee) through the Request for Approval of Field Trip form. The request r 12 Tf 1 0 0 1 154.4



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- x Deviation from course content
 - x Access to classes
 - x Refusal of instructor to confer with a student

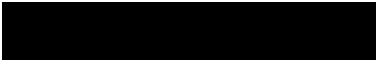


At the beginning of each semester, students must receive a syllabus that explains the courses grading system- standard (A, B, C, D, F, or credit/no credit where applicable).

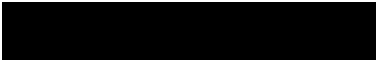
Faculty input grades into IVC . The following are basic instructions:

- x Instructors must input grades for each class directly into the computer using WebSTAR.
- x The . See your Bargaining Agreement if you have further questions.



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3. Scroll down to verify all grades have been submitted.
 4. Proof grades against your records for accuracy. The grades will remain as you input them; they will not be checked for accuracy after printed documents have been submitted.

Students may request an incomplete grade if they are unable to complete the course requirements by



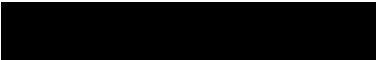
Auditing is defined as an individual participating in your class without official class enrollment. IVC does not permit auditing.

Textbooks for faculty are selected by the respective Department Chair and ordered by the Department Secretary. Faculty may request to teach from a different textbook but the request must have prior approval from the respective Division Chair.

Instructors that develop individual compilations of reading materials may not sell these materials to students and may not violate copyright laws (see below). A compendium of reading materials must be processed through the IVC bookstore to sell to students.

IVC complies with all laws concerning copyright, allowing for fair use of educational material in the classroom. For spe





must remain free to express his/her convictions within her/his area of professional competence and when relevant to the course content. Implicit within this right is his/her resp

If you substitute for an instructor, you must complete the electronic Substitution Certification form by the end of the week in which you substituted. The digital form can be completed online from <https://servicedesk.imperial.edu/helpdesk/WebObjects/Helpdesk.woa>

As an employee of Imperial Valley College, you have unlimited checkout privileges in the Library. Your college identification card is also your library card. Cards are available in the Casbah room of the College Center (Building 600). You will need to call (760) 535-6356 to schedule an appointment. Please also notify the Human Resources Office, so the card can be printed.

web page. It has a web interface and is viewable from any computer that can access the search the catalog by author, title, subject or keyword and see whether the item you need is available or checked out. If you would like the library to hold something for you when it is returned, please call Circulation to place a hold on the item for you - ext. 6409 during the day and ext. 6382 after 4:30 p.m. Monday through Thursday

The Library staff will be happy to place items on reserve for use by your students. Please ask at the Circulation Desk to do so. A list of all items placed on reserve for student use can be viewed

The Library has over 50,000 print items and over 400 periodical titles. The library subscribes to a number of Web resources, any of which include full text articles for research. They


Databases and the resource needed. Directions for access from campus are provided below.

You are encouraged to bring your classes to the library for pre-scheduled Bibliographic Instruction, which can be tailored to the needs of the class. Please call Cathy Zazueta ext. 6117 or Frank Hoppe ext. 6193 or the Library Reference Desk ext. 6445 to schedule.

of the librarians know if there are items which you think need to be removed or updated. They welcome your suggestions for books or periodicals for the library to purchase.



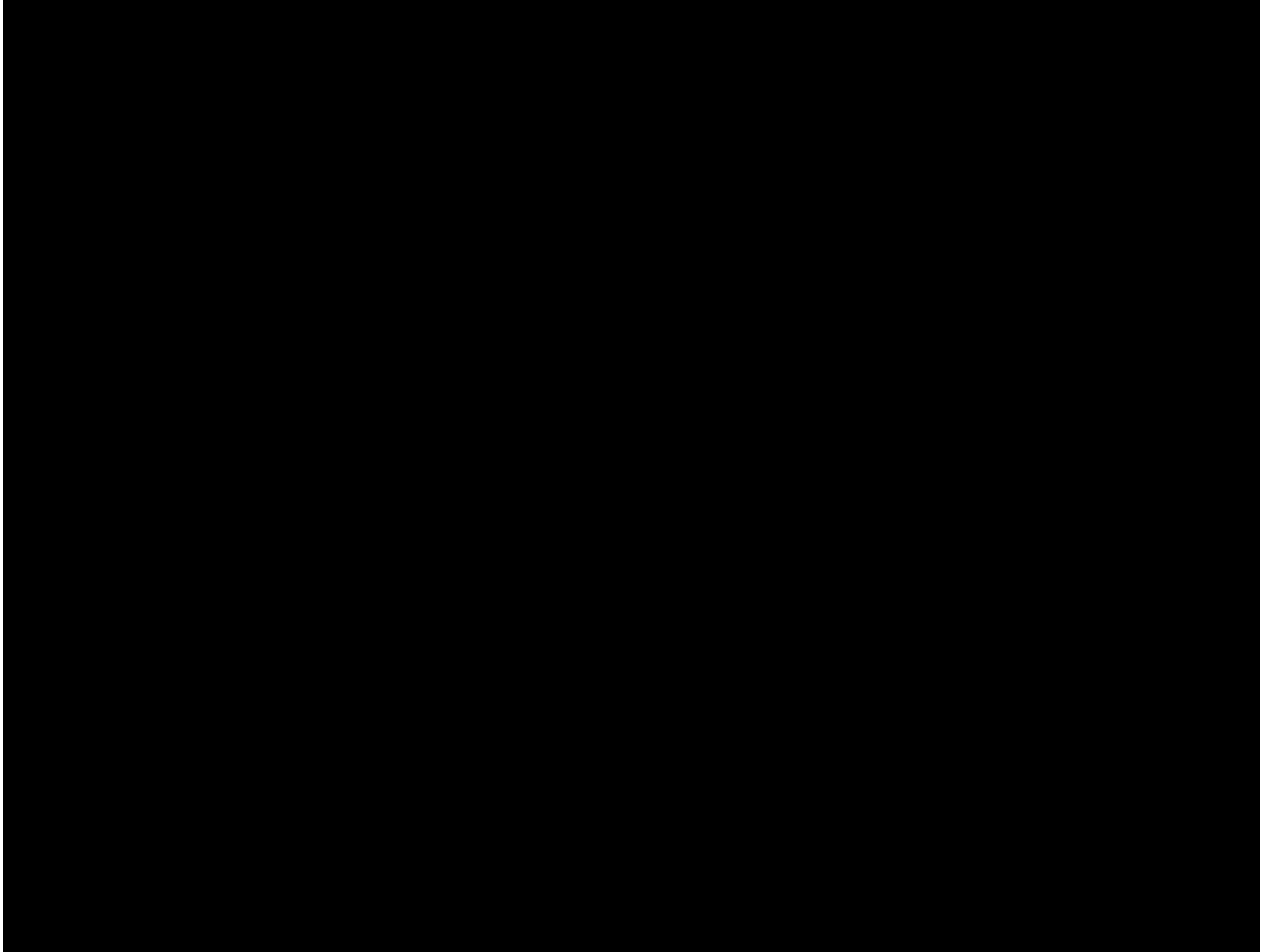




Please feel free to contact Reprographics at ext. 6374 or 6387, or Omar Ramos at ext. 6500 if you have any questions or need help submitting a job request through the Service Desk. You may call the Service Desk at ext. 6300 anytime for assistance with this or other issues.



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Campus Evacuation Map



