MERCED COLLEGE

FACULTY HANDBOOK

2025/2026

Message from The Superintendent/President

Dear Merced College Faculty,

You are the core of our mission and purpose – to provide students with a quality education and workforce training. Merced College is committed to providing you with the resources, tools, and support needed to help our students succeed in achieving their educational goals.

Since first opening our doors in 1962, thousands of students have pursued and achieved their academic and professional goals at Merced College. With more than 17,000 students enrolled annually, we offer cutting-edge and innovative programs to prepare our students with both regional and global perspectives. Thanks to you, we are known for putting students first – whether through academic counseling, classroom and online teaching, or providing academic support services and programs.

At Merced College, we honor and pursue our mission, institutional philosophy, and core values and beliefs. We strive to improve our institutional effectiveness and student learning outcomes in alignment with our current strategic plan. Our commitment to innovation drives us to continuously explore new methods, technologies, and practices that enhance the educational experience and outcomes for our students. We encourage all faculty to embrace innovative approaches to “move the needle” on student success.

In addition to our commitment to student success, we place a high priority on the well-being of our employees. We recognize that a supportive and healthy work environment is crucial for fostering the creativity and dedication needed to excel in our educational mission. We are dedicated to providing a workplace that promotes professional growth, mental and physical health, and a sense of community.

With more than 135 associate degrees and certificate programs available, guaranteed transfer agreements with four-year institutions, and comprehensive career technical education programs, Merced College is prepared to equip students for the career of their choice. Merced College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. Many of our specialized programs maintain their own professional accreditation as well.

On behalf of the Merced College Board of Trustees and Administration, thank you for your dedication to student success and the hard work you put into making the classroom a safe, engaging, and rigorous place for learning. I am often reminded by our alumni that their best instructors, regardless of other prestigious research institutions they may have attended, were the ones at Merced College. This speaks volumes about the talent and dedication you bring to your classrooms.

Please use this handbook as a resource tool of best practices, procedures, and information to help you in your role as faculty at Merced College. And, as always, feel free to let us know if you need assistance, clarification, or more information.

Sincerely,

Dr. Chris Vitelli
Superintendent/President

Greetings from Vice President

Michael McCandless
Vice President of Student Services

Dee Sigismond
Vice President of Instruction

Welcome to the 2025–26 academic year at Merced College!
As we begin this new chapter, we are filled with anticipation for what promises to be a transformative year for our campus and community. At Merced College, *students are our focus and we are known by their success. We transform lives through education and workforce development.* Your commitment and passion continue to drive our mission forward, and we are grateful for all you do to support student success.

This year brings several exciting updates and continued progress on key initiatives. Our Dreamscape Learn facility is now fully operational, offering students immersive, experiential learning that is already making a measurable impact on engagement and retention. We also recently celebrated the groundbreaking of the Merced College AgTEC Innovation Center. While construction has not yet begun, the removal of the previous structure is nearly complete. Once built, the center will expand our Competency-Based Education (CBE) offerings and provide vital training pathways for California's evolving agriculture industry.

We are also proud to begin the first full academic year utilizing the newly modernized Business and Economics Building. Completed last year, this space now provides much-needed classroom capacity and is designed to foster interdisciplinary collaboration, innovation, and applied learning opportunities for our students.

As we begin our first semester under the new 16-week academic calendar, we will continue to navigate any challenges that may arise. This transition marks a significant shift in how we structure learning and engagement, and your adaptability and collaboration will be key to ensuring a smooth and successful implementation.

Additionally, we remain focused on statewide initiatives such as AB 928, which streamlines general education pathways to the CSU and UC systems, and AB 1111, which introduces common course numbering across all California Community Colleges.

These changes are essential to aligning with student needs and removing barriers to completion and transfer. Your leadership and collaboration are crucial as we work together to support equity, access, and academic excellence across our institution. Let's make this a year defined by growth, unity, and innovation. Thank you for your continued dedication—we are excited to partner with you in making 2025–26 another successful year for Merced College.

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About Merced College

Vision

Enriching our community through educational experiences and support services:

- Degree/Certificate Programs
- Transfer
- Career Technical Education
- Workforce Training
- Lifelong Learning
- Basic Skills
- Community Engagement

Merced College promotes student success through equitable access, continuous quality improvement, and institutional effectiveness, all with a focus on student achievement.

Mission

At Merced College, students are our focus, and we are known by their success. We transform livesthrough education and workforce development.

Core Values

Student Engagement & Support

Merced College prioritizes student access and success. Here are a few ways in which we support our dedication to student access and success.

Trust & Communication

Merced College promotes an atmosphere of trust where communication and teamwork cultivate an environment rich for teaching and learning.

Innovation & Technology

Merced College utilizes agility, innovation, technology, and responsible risk-taking to anticipate the needs of the future.

Collaboration

Merced College actively engages with the campus community and community partners to respond to cultural, educational, economic, and technological needs.

Critical Thinking

Merced College strives for continuous improvement based on data-driven self-reflection, objective assessment, and dialogue to develop creative solutions for current and future challenges.

Inclusivity

Merced College celebrates the diversity in our community by cultivating an inclusive and equitable college environment. We value the experiences of our diverse college community and recognize that ourcollective identity is strengthened by all our lived experiences.

Well-being & Happiness
Merced College fosters and values an environment supporting student and employee well-being, engagement, and happiness

Merced Community College District

History

Merced College is a California public community college operated by the Merced Community College District, which was formed by a vote of the people of the Le Grand and Merced Union High School Districts on February 27, 1962. The District became effective for all purposes on July 1, 1963. The District, which included the eastern half of Merced County at that time, consisted of the areas served bythese two high school districts. The Board of Trustees consisted of five elected-at-large members.
In later years, the Board of Trustees was expanded with two additional trustees, one to specifically represent the Dos Palos/Los Banos area, and one to represent the Chowchilla area. Elections were also changed from at-large elections to District elections. Thus, the Board now numbers seven trustees, each elected within a specific area of the District.

Accreditation

Merced College is fully accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC), under the Western Association of Schools and Colleges (WASC), an institutional -accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Merced College is also approved by the State Department of Education to train veterans under provisions of the G.I. Bill of Rights, and by the United States Immigration Service. The College offers a lower division program consisting of courses parallel to those of four-year collegesand universities, the credits of which are transferable to all other accredited colleges and universities.

Campuses in the Merced Community College District

The Merced Campus

The Merced Campus is located one mile north of Olive Avenue in Merced, on the east side of M Street. Originally comprised of 110 acres presented as a gift to the College by the C-H-M and the Yosemite Land& Cattle Companies through the efforts of Merced city officials, the campus expanded to 269 acres with additional purchases of adjacent land.
Classes began on September 10, 1963 at a temporary site located at the Merced County Fairgrounds. Classes at the permanent campus began in the summer of 1966. The new campus was completed in spring 1967, and dedication ceremonies were held on April 23, 1967. The Administration Building, the Science Building, and a temporary library facility were the first buildings constructed. The Student Unionwas completed in November 1967.
Since then, facilities have been added, including a gymnasium, an automotive shop, agriculture facilities, and technical labs for drafting, engineering, and vocational nursing. The Lesher Library and the Theater were completed for use in fall 1972. Over the next 30 years, many facilities were completed or modifiedto meet current needs. The Child Development Center was completed in spring 2002, expanding the outer perimeter of the College's educational facilities northward.
In 2002, voters passed a $53.5 million bond measure for the Merced Campus (Measure H). The following

projects have been completed: The North Loop Road, a campus-wide energy retrofit, the Learning Resources Center, the Science Building renovation, the Business Resource Center, the Lesher Building renovation, Administration Building renovation, Student Union Building renovation, and the Allied Health Complex Project. In 2012, the Theater was renovated to provide ADA access to the Theater Basement. Looking ahead, Merced College has begun construction on the AgTEC Innovation Center. This state-of-the-art facility is designed to foster interdisciplinary collaboration across food processing, technical labs, and farm-to-fork retail spaces, further advancing the college's leadership in agricultural education and workforce development.

The Los Banos Campus

The Los Banos Campus, an educational center 40 miles west of the Merced campus, serves the people of Los Banos, Dos Palos, and the surrounding areas. It began as a full-service campus in September 1971 in rented facilities. In 1973, the Los Banos Unified School District's voters approved joining the District, and the Dos Palos Joint Elementary School District's voters approved moving from the West Hills Community College District to the District in 1978.

The Los Banos Campus was formally approved by the California Community Colleges Chancellor's Officeas an educational center in 1979. In 1982, thanks to a donation of 10 acres by Richard Menezes, the campus moved to a site on Mercy Springs Road with modular buildings providing educational opportunities and serving as a cultural and intellectual center for the residents of the westside of Merced County.

Thanks to a donation of 125 acres by Larry and Georgeann Anderson and to the passage of a local bond measure, construction of a new campus began in 2005. The campus, located on Highway 152 on the western boundary of Los Banos, opened in 2007. The campus offers a variety of programs for day and evening classes and provides a wide range of academic and vocational classes, enabling a student tostay in Los Banos and take all the courses necessary for an associate degree and fulfill all the breadth requirements of four-year state colleges. In fall 2024, the campus opened a Child Development Center to support student-parents and provide early childhood education services to the community. Los Banos Campus students may also complete several certificate programs.

In 2024, the passage of Measure J has paved the way for significant expansion of the Los Banos Campus. This bond measure will fund new facilities and infrastructure improvements designed to accommodate growing enrollment and enhance educational offerings, including upgrades to technical labs, student services, and community spaces. These investments reflect Merced College's ongoing commitment to meeting the needs of students and employers in the region.

Dr. Benjamin T. Duran Business Resource Center (BRC)

The Merced College Business Resource Center, renamed in December 2023 as the Dr. Benjamin T. Duran Business Resource Center, is a hub for workforce training and community partnerships in downtown Merced. Since its establishment in 2008, the center has played a key role in strengthening connections between the college and local employers, providing opportunities for skills development, job training, and professional growth throughout the region.

Textbooks

Obtaining Desk Copies

Instructors are to obtain desk copies of textbooks from the textbook publisher representative.

Ordering Textbooks

Legislation (HEOA – Higher Education Opportunity Act), became public law July 2010 requiring students to have access to the required and optional textbooks and supplies for a course at the time they register for the upcoming semester. Therefore, the bookstore must have time to process textbook/supplies requests before students begin registering before the next semester. Please contact the Merced College Bookstore course materials manager at 2148txt@follett.com , if assistance is needed.

Textbook adoptions are to be submitted to Follett Discover (link found on the left side navigation panel in Canvas) by the posted deadline. See your Area Coordinators and Deans for more information.

Open Educational Resources (OER) are materials for teaching or learning that are either in the publicdomain or have been released under a license that allows them to be freely used, changed, or shared with others. Any course that utilizes OER must so stipulate clearly in the printed schedule. For questionsabout OER, contact one of the librarians. For more information, visit the OER Commons, the UNESCO OER pages, or the Edutopia OER Resource Guide.

Custom Textbooks

Custom textbooks reduce the cost of textbooks and can save students money. If considering using a custom textbook or textbook bundle and have any questions, please contact the course materials manager at 2148txt@follett.com .

Textbook Rental Program

The Merced College Bookstore offers students a textbook rental program that significantly reduces the costs of new and used textbooks. Faculty who would like their textbooks considered for the Textbook Rental Program can contact the course at the bookstore for further information. Some custom textbooks can also be rented.

Used Textbooks

The bookstore tries to help students by ensuring the lowest possible prices on textbooks and course materials by sourcing used textbooks. Used textbooks are procured by wholesale ordering and the textbook buyback program.

Contact Information

For questions or concerns or need further assistance, please contact:

Textbook/Adoptions: 2148txt@follett.com

Other Inquiries: 2148mgr@follett.com | mcbookstore@mccd.edu.

Phone: 209-381-6487

Merced Community College District Board Policy 4031 Textbook Selection

Recognizing that faculty have professional responsibility for curriculum, and textbooks are an integral part of curriculum, the Board of Trustees hereby delegates the responsibility for selection of textbooks

and supplemental materials jointly to the faculty and Areas. (Administrative Procedure 4031, Revised 12/12/17).

Administrative Procedure 4031 – Textbook Selection

Textbook and supplemental materials change, or adoption requests shall be submitted to the Area Dean for review. Textbooks and supplemental materials adopted shall be continued in use for a minimum of two years after the effective date of use. Exceptions may be made by the Area Dean. (Revised 12/12/17). Faculty shall adopt their course material via Follett Discover by the posted deadline for each Semester

Verify that the chosen publisher of the selected textbook will:

a) Have the edition required available for the semester needed.
b) Provide instructors with desk copies upon adopted textbook selection.

Copyright

Information regarding copyright and Merced College can be found on the Copyright for Merced College: Libraries and Copyright lib guide. Scanning of chapters of textbooks will no longer be available in order to comply with copyright law.

Higher Education Opportunities Act (HEOA)

Textbook Information Provision

In August 2008, the Higher Education Opportunities Act (HEOA) was signed into federal law. There are a number of HEOA provisions that impact the Merced Community College District (MCCD). Complying with the HEOA requirements is a condition for the MCCD receiving student financial aid from the Federal government.

Beginning JULY 1, 2010, HEOA went into effect. The Textbook Information section in the HEOA defines requirements for campuses to implement new practices that provide students access to information about textbook and course materials associated with the individual MCCD classes scheduled for each semester. You can access the Higher Education Opportunity Act of 2008.

Course Materials

Textbook and supplemental materials change, or adoption requests shall be submitted to the Area Dean for review. Textbooks and supplemental materials adopted shall be continued in use for a minimum of two years after the effective date of use. Exceptions may be made by the Area Dean. (Revised 12/12/17).

Verify that the chosen publisher of the selected textbook will:

a) Have the edition required available for the semester needed.
b) Provide instructors with desk copies upon adopted textbook selection.

Follett Discover

Adoption requests shall be submitted via Follett Discover. Follett Discover can be accessed via Canvas. If faculty need assistance navigating Follett Discover they can contact the Bookstore

Smart Start

Faculty shall adopt their course material via Follett Discover by the posted deadline for each Semester. The

faculty shall let the bookstore know via Follett Discover ("Bookstore Instructions") or any form of communication about the preferred format of textbook material. If the faculty wants students to receive only digital or print material, they must notify the bookstore by the textbook adoption deadline.

1. **Digital Material:** Faculty will have the "My Materials" integration in Canvas to ensure students are able to access digital material.
2. **Courseware:** Faculty are to set up their publisher courseware links in CANVAS prior to the start of class to ensure students access their material successfully. Faculty are to work with Canvas help or their publisher for additional assistance. If faculty do not have current knowledge of their publisher representative, they can contact the bookstore or navigate the publisher website.
3. **Print Material:** If faculty want the bookstore to distribute print material to students, they shall notify the bookstore by the adoption deadline. Faculty are to verify that the chosen publisher of the selected textbook will:
    a. Have the edition required available for the semester needed.
    b. b) Provide instructors with desk copies upon adopted textbook selection.

Old Editions: If the print material adopted is an old edition or out of print and the bookstore is not able to source, faculty will be notified. Faculty will be notified of any digital options or new edition textbooks.

OER/ZTC

Faculty who are using OER/ZTC are to notify the bookstore.
The bookstore will update the bookstore adoption system which will allow students to see that OER/ZTC will be available in the class. Faculty shall notify the bookstore when a print version is desired. The bookstore will ensure copyrights allow for resale of printed OER material. The bookstore shall notify the faculty member know if printed material is available for their OER selection. Printed material for OER material is sold at a reduced cost.

Class Management

Syllabus Requirements

- **Course Info**: Title of course, course description
- **Section Info**: Location, meeting time, semester taught
- **Instructor Info**: Name, college phone number, college email, mailbox #
- **Office Location and Hours** (For Full Time Instructors)
- **Requisites and Advisories**: Prerequisites, co-requisites, advisories, limitations on enrollment
- **Text Required**: Name, author, edition
- **Academic Honesty Policy**: Statement, consequences/action to be taken if caught cheating
- **AI Policy**
- **Participation Attendance Statement**: Number of absences allowed or lack of weekly submissions before a student is dropped
- **Grade Determination and Grade Cutoffs (Grading Scale)**: Points, percentages, rubrics associated with assignments, tests, quizzes, homework, and other graded material including class participation; total points that may be earned (if using point system); percentage (of points) used to determine the grade

- **Make-Up Policy**: For assignments, essays, tests, quizzes, homework, and any other class materials used in grade determination
- **Learning Activities Schedule**: Reading and writing assignments, tentative exam/quiz dates with CSLO correlation
- **Student Learning Outcomes (SLOs)**: Must be current and up-to-date for the semester.
- **SLOs Correlated to Lecture Outline/Assignments/Tests**
- **American Disabilities Act:** Merced College makes reasonable accommodations for persons with documented disabilities. The Disabled Students Program & Services (DSPS) office coordinates accommodations and services for all students who are eligible. Our staff will review your needs and determine what accommodations are necessary and appropriate. All information and documentation provided to us is confidential. If you have a disability for which you wish to request accommodations and have not already done so, please contact the DSPS office by calling (209) 384-6155 or by emailing us at dsps@mccd.edu. In Merced, DSPS is located in the Lesher Building, Room 234 and in Los Banos is located in Building A.
- **Sexual Misconduct:** Merced College is committed to a safe and productive learning environment. Merced Community College District and Title IX policy prohibit sexual misconduct which includes sexual assault, sexual harassment, domestic or dating violence, and stalking. For more information on community resources, prevention information, and reporting options proceed to the Merced College Title IX page.
- **Diversity, Equity, Inclusion, & Social Justice Statement:** Diversity, equity, inclusion, and social justice are core values of the faculty at Merced College. The faculty are invested in cultivating and maintaining a climate where these values are both intrinsic and explicit by respecting individuals and groups from all backgrounds, demographics, and experiences. This requires us to make intentional, ongoing efforts to create a learning environment that is inclusive of those directly impacted by racism, classism, sexism, homophobia, biphobia, transphobia, ableism, xenophobia, ageism, colorism, and sizeism, as well as discrimination based on religion, family status, medical condition, or pregnancy, and all other forms of structural discrimination that create and sustain privileges for some and disadvantages for others.
- **Submission Policy**
- **Policy to combine make-up and late work**
- **Late Work Policy**
- **Coursework of out-of-class work policy-formats, due dates**
- **Cell Phone Policy**
- **Late Arrival/Early Departure Policy**

Rising Scholars Syllabus Requirements

Note: Requirements, such as attendance policy, may vary based on section location.

- **Course Info**: Title of course, course description
- **Section Info**: Location, meeting time, semester taught
- **Instructor Info**: Instructor Name listed with title and family name only
- **Requisites and Advisories**: Prerequisites, co-requisites, advisories, limitations on enrollment

- **Student Learning Outcomes (SLOs)**: Must be current and up-to-date for the semester.
- **Text Required**: Name, author, edition
- **Academic Honesty Policy**: Statement, consequences/action to be taken if caught cheating
- **Attendance Statement**: Be sure to define attendance using your participation policy, including letting students know your expectations and non-participation. Remember that students have the right to fail; therefore, you cannot use attendance in your grade distribution. You can, however, award participation points for relevant in-class activities. Possible statement: "During this semester, please be aware that participation is essential in performing well in this class. Be sure to define attendance using your participation policy, including letting students know your expectations and non-participation. Your site may have a required attendance policy for all students. Please confirm with the Assistant Director of Rising Scholars that you have the correct attendance policy.
- **Grade Determination and Grade Cutoffs (Grading Scale)**: Points, percentages, rubrics associated with assignments, tests, quizzes, homework, and other graded material including class participation; total points that may be earned (if using point system); percentage (of points) used to determine the grade
- **Learning Activities Schedule**: Insert a detailed list of course activities and lecture topics correlated to the CSLOs.
- **Make-Up Policy**: For assignments, essays, tests, quizzes, homework, and any other class materials used in grade determination
- **Late Work Policy**
- **Coursework Policy-formats, due dates**
- **American Disabilities Act:** If you have a verified physical, medical, psychological, or learning disability or perhaps you feel you may have one of these disabilities that impacts your ability to carry out assigned coursework, please sign up to meet with one of our academic counselors or Dr. Maples, our DSPS counselor, to review your needs and determine what accommodations are necessary and appropriate.

Student Support Services

Library Research

- Library research is required for each essay. To obtain outside source material, such as author biographies, critical analysis, historical information, related information to topics in the book, etc., please fill out a Library Research Request, and our librarians on campus will send you articles that pertain to your request. These request forms can be obtained from me in class. Please submit request forms early to ensure that they arrive to you in a timely manner. Your materials will usually be available within one week. Plan accordingly. In addition, you may request library research from CDCR *EbscoHost*, which is provided to you on your laptop.

Student Success Program

The Student Success Program supports student achievement through academic services that improve learning and retention. Faculty play an important role in this effort.

Student Success & Tutorial Center (SSTC)

- Located on the first floor of the Downey Learning Resource Center (DLRC)
- Offers free tutoring—no appointment required
- One-on-one sessions:
    - 30 minutes (general students)
    - 60 minutes (DSPS students)
- Group tutoring available in English, Biology, Statistics, and Chemistry
- Faculty supervisors are present for academic oversight

Embedded Tutoring (ET)

- Tutors are placed in select English and Math courses
- Supports students and instructors throughout the semester
- Faculty must opt in each semester
- Contact the Student Success Office to request a tutor

Student Success Workshops

- Delivered in person (LRC-156) and online via Zoom
- Topics include time management, study skills, motivation, and wellness
- Faculty may facilitate workshops each semester and receive a stipend

Faculty Opportunities

1. SSTC Faculty Supervisor

    - Mentor and evaluate tutors
    - Provide academic support and oversight
    - Paid hourly

2. Workshop Facilitator

    - Lead student success workshops
    - Receive a stipend per workshop

Faculty engagement helps build a supportive academic culture and directly impacts student success. Interested? Contact the Student Success Office at 209-384-6177 to learn more.

Diversity, Equity, Inclusion, & Social Justice Statement: Diversity, equity, inclusion, and social justice are core values of the faculty at Merced College. The faculty are invested in cultivating and maintaining a climate where these values are both intrinsic and explicit by respecting individuals and groups from all backgrounds, demographics, and experiences. This requires us to make intentional, ongoing efforts to create a learning environment that is inclusive of those directly impacted by racism, classism, sexism, homophobia, biphobia, transphobia, ableism, xenophobia, ageism, colorism, and sizeism, as well as

discrimination based on religion, family status, medical condition, or pregnancy, and all other forms of structural discrimination that create and sustain privileges for some and disadvantages for others.

Syllabus Disclaimer: Errors in the syllabus, assignments, or course generally do not negate my intent as the instructor. In addition, to facilitate, more effectively, the needs of students and their success, I reserve the right, as the instructor of the course, to make any necessary adjustments to the operation of the course, syllabus, and/or assignments that, in my professional judgment, warrant a change.

The course syllabus must be housed in Canvas using a link in the course navigation column. The course syllabus must be a Canvas content paged housed under an "orientation" module that can be routed from Canvas to the Area Dean and Area Coordinator using the Area Canvas Repository Shell, contact the Area Coordinator for more information.

Course Outline of Record (COR)

To view the Course Outline of Record, go to eLumen. Login information is the same as MC login. Select Curriculum button and then click on the Curriculum Library folder to search for the COR. Please contact the Area Dean, Faculty Lead, or Academic Support Specialist or Area Coordinator if experiencing technical difficulties retrieving the COR.

Student Misconduct

Academic Honesty

Academic dishonesty is a violation of the Student Code of Conduct and is handled by the Vice President Student Services. Merced College has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility, and they weaken our society. Faculty, students, administrators, and classified staff share responsibility for ensuring academic honesty in our college community and will make a concerted effortto fulfill the following responsibilities.

Removing a Student from Class

The removal of a student must be for good cause as defined below, and NOT for reason of inadequate preparation or lack of prerequisites. Removal of a disruptive student by an instructor is limited to the remainder of the class on the day of removal and the next class meeting. Unless administrative action is taken (usually at the request of the instructor), the student must be allowed to return to the third-class meeting. See Administrative Procedure 5500.

Faculty Responsibilities

Faculty have a responsibility to encourage academic honesty in their classrooms. In the absence of academic honesty, it is impossible to assign accurate grades and to ensure that honest students are not at a competitive disadvantage. Faculty members are encouraged to do the following:

1. Explain the meaning of academic honesty to their students.
2. Include information about academic honesty in their course syllabi.
3. Conduct their classes in a way that discourages cheating, plagiarism and other dishonest

conduct.

4. Confront students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner (see "Procedures for Dealing with Violations of Academic Honesty which follow.)

Student Responsibilities

Students share the responsibility for maintaining academic honesty. Students are expected to do the following:

1. Refrain from acts of academic dishonesty.
2. Refuse to aid or abet any form of academic dishonesty.

Administrative Responsibilities

1. Disseminate the academic honesty policy and the philosophical principles upon which it is based to faculty, students, and staff.
2. Provide facilities, class enrollments, and/or support personnel which make it practical for faculty and students to discourage cheating, plagiarism and other dishonest conduct.
3. Provide appropriate software and technology to identify students who have borrowed or downloaded essays and have claimed them as their own.
4. Support faculty and students in their efforts to maintain academic honesty.

Classified Staff Responsibilities

1. Support faculty, students, and administration in their efforts to make cheating, plagiarism and other dishonest conduct nearly impossible.
2. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

Examples of Violations of Academic Honesty

Academic dishonesty includes cheating, plagiarism, collusion, misuse of college computers and software, and other dishonest conduct as outlined below. It is not limited to the following examples:

Cheating

- Obtaining information from another student during an examination.
- Communicating information to another student during an examination.
- Knowingly allowing another student to copy one's work.
- Offering another person's work as one's own. This would include downloading essays from the Internet or using another student's work from a disk.
- Taking an examination for another student or having someone take an examination for oneself.
- Sharing answers for a take-home examination unless specifically authorized by the instructor.
- Using unauthorized materials (such as notes or "cheat sheets") or unauthorized equipment (such as dictionaries or calculators) during an examination.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another person or a company do the research and/or writing of an assigned paper or

report.

- Misreporting or altering the data in laboratory or research projects.

Plagiarism

- Purposefully presenting as one's own ideas, words, or creative product of another.
- Carelessly or through lack of knowledge presenting as one's own ideas, words, or creative product of another.
- Purposely failing to credit the source for direct quotations, paraphrases, ideas, and facts which are not common knowledge.
- Failing to credit the source for direct quotations, paraphrases, ideas, and facts which are not common knowledge through carelessness or lack of knowledge.
- Changing only slightly the wording of another.
- Using another person's catchy work or phrase.
- Paraphrasing without using proper citations.
- Copying word-for-word.

Misuse of College Computers and Software

- Unauthorized use of computer accounts.
- Unauthorized copying of programs or data belonging to others.
- Making, acquiring, or using unauthorized software on college equipment.
- Using college computers to play computer games when users need the resources.
- Attempting to crash the system.
- Removing licensed software from offices, classrooms, labs, and the library.
- Using the computers or telecommunications systems in a way that interferes with the use of those systems by others.
- Using the computers or telecommunications systems for the personal or for-profit ventures.

Procedures for Dealing with Violations of Academic Freedom

Action by the Instructor

An instructor who has evidence that an act of academic dishonesty has occurred shall notify the student of such evidence by speaking with the student or notifying the student in writing.

AFTER notifying the student and giving him or her the chance to respond, the instructor may take one or more of the following disciplinary actions:

Issue an oral reprimand and/or give the student an "F" grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination (for example, in first cases where there is reasonable doubt that the student knew that the action violated the standards of academic honesty.) No report form is necessary.

Give the student an "F" grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination. A written memo of this action (Use "Academic Dishonesty Report" Form Maxient Academic Dishonesty Reporting Form) is to be sent to the Vice President of Student Services

and a copy to the Vice President of Instruction.

Assign an “F” to the student for the course in cases where the dishonesty is more serious, premeditated, or a repeat offense. A written memo (Use “Academic Dishonesty Report” Form) must be completed by the instructor and sent to the Vice President of Student Services and a copy to the Vice President of Instruction. *NOTE: A grade of “F” assigned to a student for academic dishonesty will not be final if the student chooses to drop the course before the 14th week of the semester. In that case, the student would receive a “W” grade on his/her transcript.

Action by the Administration

Upon receipt of the first Academic Dishonesty Report Form concerning a student the Vice-President of Student Services shall send a letter of reprimand to the student which will inform the student of the following:

- Academic dishonesty is grounds for academic disciplinary probation for the remainder of his or hercareer at Merced College.
- Another incident of academic dishonesty reported by any instructor shall result in a hearing by theStudent Discipline Committee and may result in a one-year suspension from the college.
- The student may make an appointment with the Vice President of Student Services to discuss theincident and its ramifications.
- Upon receipt of a second Academic Dishonesty Report Form concerning a student, the Vice President ofStudent Services shall immediately refer the student to the Student Discipline Committee. If the Committee finds the charges to be valid, the Committee will suspend the student for one calendar year (two full semesters and one summer session).

For more serious incidents of academic dishonesty, the Vice President of Student Services will meet with the student and immediately take appropriate disciplinary action or refer the student to the Student Discipline Committee. Offenses warranting suspension on the first offense include, but are not limited to, the following:

- Taking an examination for another student or having someone take an examination for oneself.
- Altering a graded examination or assignment and returning it for additional credit.
- Having another student or a company do the research and/or writing of an assigned paper or report.
- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grades. If, after a student returns from a suspension for Academic Dishonesty, the Vice President of Student Services receives yet another Academic Dishonesty Report Form, the Vice President of Student Servicesshall recommend to the Merced College Superintendent/President that the student be expelled from the District.

NOTE: Disciplinary actions which are taken by the Vice President of Student Services or the Student Discipline Committee and which are based on alleged cheating may be appealed as specified in the Student Grievance Policy.

(This Academic Honesty Procedure has been adapted from the Academic Honesty Policy of Golden West College with permission.)

PASSED BY THE MERCED COLLEGE FACULTY SENATE MAY 16, 2002

Ethics Statement

(As adopted by Senate 3/26/09)

The statement on professional ethics below sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the academic profession. These standards are intended as an ethical guide for professors; they do not supersede already established laws or contractual agreements between the district and the Merced College Faculty Association.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibility placed upon them. They hold before them the best scholarly and ethical standards of their discipline. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty.

1. Professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom. They observe the stated regulations of the institution, provided the regulations do not contravene academic freedom: they maintain their right to criticize and seek revision.
2. Professors demonstrate respect for students as individuals and adhere to proper roles as intellectual guides and counselors.
    a. They encourage the free pursuit of learning in their students.
    b. They respect the confidential nature of the relationship between professor and student.
    c. They protect the students' academic freedom.
    d. They avoid exploitation, harassment, or discriminatory treatment of students.
    e. They ensure that their student evaluations reflect each student's true merit.
3. They acknowledge any significant academic or scholarly assistance from students.
4. As colleagues, professors have obligations that derive from common membership in the community of scholars.
    a. They, above all, seek to be effective teachers and scholars.
    b. They respect and defend the free inquiry of associates.
    c. They show due respect for the opinions of others in the exchange of criticism and ideas.
    d. They avoid discrimination against or harassment of colleagues.
    e. They acknowledge academic contributions and strive to be diplomatic in their professional judgment of colleagues.

f. They accept their share of faculty responsibility for the governance of their institution.

5. As members of their communities, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When speaking or acting as private persons, professors avoid creating the impression of speaking or acting for the college.

6. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry or primary teaching obligations. They give due regard to their paramount responsibilities within their institutions in determining the amount and character of work done outside it.
7. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program or the institution and give due notice of their intentions.

Grading System

A student's work is considered satisfactory when they maintain an average of "C" (G.P.A. of 2.0) or higher.

The achievement of the student in each course will be recorded on their permanent record at the end of each semester in terms of the following evaluative grades:

Evaluative Grades	Description	Point Value
A	Excellent	4 grade points
B	Good	3 grade points
C	Satisfactory	2 grade points
D	Passing, less than satisfactory	2 grade points
F	Failure	0 grade points
FW	Failure, stopped attending	0 grade points

NOTE: The FW symbol is assigned by the faculty member of record to a student who has both ceased participating in a course after the last day to officially withdraw from the course without having achieved a final passing grade and who has not received district authorization to withdraw from the course under extenuating circumstances.

Direct assessment competency-based education (CBE) modules shall adhere to the following evaluative symbols:
M – Mastery (obtain a minimum 80 percent on the summative assessment [Grade Point = 0* or 3])
M+ - Mastery with Distinction (obtain a minimum 90 percent on the summative assessment [Grade Point = 0* or 4])
*Noncredit CBE competencies are evaluated on a Pass/No Pass basis and have no associated grade point value, but will be notated with a “P” or “NP” final grade.

Non-Evaluative Grades	Description
AP	Credit for Prior Learning (CPL): Advancement Placement (AP) examination
CE	CPL: Internal Credit by Examination
CLEP	CPL: College Level Examination Program (CLEP) examination
I	Incomplete, given after consultation and agreement between the student and instructor
IB	CPL: International Baccalaureate (IB) examination
IC	CPL: Industry Recognized Credential
IP	In-Progress, Continuing work
MIL	Joint Service Transcript credit issued
NP	No Credit on a Pass/No Pass Basis (formerly CR/NC)
P	Credit on a Pass/No Pass Basis (formerly CR/NC)
PF	CPL: Portfolio Assessment
RD	Report Delayed
W	Withdrawal
EW	Excused Withdrawal
MW	Military Withdrawal

Grading Scale Non-Evaluative Symbol Definitions

Non-evaluative symbols are not used in calculating grade points averages.

AP - Credit for Prior Learning (CPL): Advancement Placement (AP) examination with score of 3, 4 or 5.

CE - CPL: Internal Credit by Examination

CLEP - CPL: College Level Examination Program (CLEP) examination with a minimum score of 50 for Level 1 and >50 for Level 2.

I – Incomplete: The "I" for an "Incomplete" should only be given by the instructor after consultation and agreement between the student and the instructor as to the work required to change the incomplete to~~a~~ letter grade.

IB - CPL: International Baccalaureate (IB) examination with a score of 4 or better**.**

IC - CPL: Industry Recognized Credential.

IP – In Progress: ***The "IP" symbol may be assigned by the Registrar only.*** The "IP" symbol indicates work that is "in Progress" but that assignment of an evaluative symbol (grade) must await its completion.

MIL - Joint Service Transcript credit issued.

NP – No Credit on a Pass/No Pass Basis: ***The "NP" symbol may be assigned by the Registrar only.*** Students may choose the Pass/No Pass option for up to 12 units of course work. Units earned on a P/NP basis are not calculated in the student's GPA. An "NP" symbol denotes a grade earned of D, F or FW.

P – Credit on a Pass/No Pass Basis: *The "P" symbol may be assigned by the Registrar only.* Students may choose the Pass/No Pass option for up to 12 units of course work. Units earned on a P/NP basis are not calculated in the student's GPA. A "P" symbol denotes a grade earned of A, B, or C.
PF - CPL: Portfolio Assessment.
RD - Report Delayed: The "RD" symbol may be assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible "RD" shall not be used in calculating GPA.
W – Withdrawal: ***The "W" symbols may be assigned by the registrar only****.* The "W" symbol may be used to denote withdrawal after the census date.
EW – Excused Withdrawal: ***The "EW" symbol may be assigned by the registrar only.*** It is to be used "...when a student must withdraw from a course for reasons beyond their control." [Title 5, Section 55024(c)(1)].
MW – Military Withdrawal: ***The "MW" symbol may be assigned by the registrar only.*** It is to be used"...when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses." [Title 5, Section 55024 (2)(A)].

Grading Policy

(A**) Attendance cannot be used as a method of assessment (Westlaw § 55002. Standards and Criteria for Courses)** The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

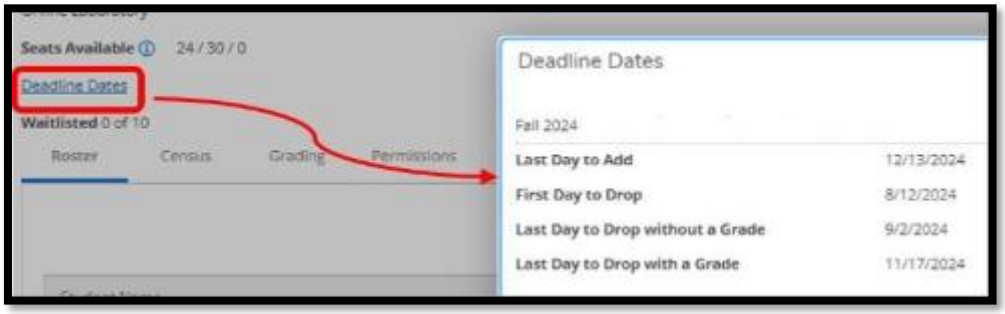
Final Grade Submission

All grades must be kept and submitted electronically:

Final grades are to be submitted **no later than 5:00 p.m.** the Tuesday following the last day of course instruction. If that following Monday is a holiday, you have until 5:00 p.m. that Wednesday to submit grades.

Important Dates & Deadlines

- Visit the Merced College website to view Important Dates & Deadlines.
- Section Deadline Dates can be found on each section in the Faculty Overview



If you are teaching a course that is designated as Positive Attendance, you must also submit the total hours of attendance for each enrolled student by sending an electronic copy of those hours to Jacob Mooneyham, A&R Technician, at jacob.mooneyham@mccd.edu along with your final grade submission. For specific information on how a course is designated as Positive Attendance, see the **Student Attendance Requirement/Reporting** section of this handbook.

If you have issues with Canvas or the Grade Import Tool, please contact Canvas Help. Staff are available in the Trident Innovation Center to assist Monday through Friday, 8:00 a.m. to 5:00 p.m. during the spring/fall and Monday through Thursday, 8:00 a.m. to 5:00 p.m. during the summer. Additionally, there are laptops and workstations set up for your use.

For questions about the Self-Service Final Grading process, contact the Admissions & Records Coordinator:

- Diana Romero at diana.romero@mccd.edu at the Merced Campus
- Elena Altamirano at elena.altamirano@mccd.edu at the Los Banos Campus.

Incomplete Procedure

1. Faculty completes the Incomplete Grade Form located in the Grade Import Tool in Canvas.
2. The faculty member and the student will receive an email confirmation that the form has been submitted to Admissions & Records. The student notification will include the conditions to replace the "I" grade.
3. Once the conditions are met, the faculty member will submit a grade change to Admissions & Records using a **Grade Change** form. Grade Change forms are available in the Online Support Hub (OSH) Canvas shell under Grading.

Incomplete Expiration Dates

Use the applicable expiration date for the term in which you are issuing the incomplete.

Summer 2025	07/24/26
Fall 2025	12/12/26
Spring 2026	05/01/27
Summer 2026	08/06/27

There are two methods for submitting final grades:

1. Canvas Grade Import Tool

- **On-Campus Submission**: Use the standard process via Canvas. Tutorials are available in the Online Support Hub
- **Off-Campus Submission**:
  - Use the external Grade Import Tool Grade Submission Login Page.
  - You'll be prompted to log in twice. If you encounter issues, remove "@mccd.edu" from your email address and try again.

2. Final Grading in Self-Service

- Log in to the **MC Portal** with your credentials.
- Select **Faculty Overview** on the Faculty Self-Service card.
- Choose the course to submit grades.
- Navigate to the **Grading** tab, then to the **Final Grade** tab.
- Enter student grades using the dropdown menu:
  - Use **"I"** for Incomplete **(enter the expiration date xx/xx/xx).**
  - Use **"FW"** for Failure to Withdraw **(enter the last date of attendance).**
- Click **Post Grades** to finalize. A confirmation email will verify successful submission for all students.
- If no confirmation email is received, ensure a grade was entered for each student. Repeat these steps for
- additional courses.

Important Guidelines for Grade Submission

- **Do not select "never attended"** when submitting final grades; all students must receive a grade.
- **Do not include a "last date of attendance"** unless issuing an FW grade.

A **last date of attendance** is required **only** for FW grades, which indicates "failure to withdraw."

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1 T5 is a reference to Title 5, California Code of Regulations which is California law for community colleges. T5 regulations are the working understanding of Education Code mandates established by the California Legislature. The California Community College's Board of Governors is responsible for approving T5 regulations, and the California Community College Chancellor's Office (CCCCO) is responsible for implementation and compliance.

Canvas Grade Import Tool

Submit Grades On-Campus

If you are on-campus, the Grade Import Tool should be utilized through the regular process for grade submission. For a tutorial on how to use the Grade Import Tool, go to the Online Support Hub in Canvas.

Submit Grades Off-Campus

If you are off-campus, you can use the external Grade Import Tool by going to the Grade Submission Login Page. The only change is it will require you to log in twice. If your login isn't working, remove the "@mccd.edu" and try again. Additionally, you will find the directions listed on the Online Support Hub to be useful.

Final Grading in Self-Service

1. Go to the MC Portal and log in using your credentials.
2. On the Faculty Self-Service card, select **Faculty Overview.**
3. Select the course for which you are submitting grades.
4. Click the **Grading** tab.
5. Click the **Final Grade** tab.
6. Enter the student grade in the dropdown menu. Enter an "I" for an incomplete. If you enter an incomplete grade, you will need to enter an expiration date. T5[1] language allows students up to one year to finish their incomplete work. See Incomplete Expiration Dates for the appropriate date. Admissions will also send out the applicable date in the Final Grade Reminder Email.
7. When you finish putting in the grades, click "**Post Grades**." You will receive an email confirmation if you submitted grades for all students. If you don't receive an email, double check that you submitted a grade for each student.

If you have additional courses to grade, go back to the courses menu and repeat steps 3 through 7.

Registration

How registration works starting the week the course starts:

- Students trying to add courses will need an add authorization or a signed Schedule Request Form. The quickest way to get enrolled is to use an add authorization issued by you.
- Faculty must communicate with the students to let them know you have issued an add authorization.
- Once issued, **students must still register** for the course in Student Planning through the MC Portal.
- Even if the course is OPEN, we still require instructor authorization.
- No wait listing into courses once they have started.
- Short-term courses that have not started can still be added or waitlisted.
- Add Authorizations for late start courses become active the week the course begins.
- Be sure to **revoke** any unused add authorizations before the census date of your course.
- Adds occurring on or after the census date of your course require an instructor add form.
- Authorizations revoke the census date of the course.

Add Authorizations/Permissions

- Permissions are active the first day the course starts.
- The faculty must communicate with the students to let them know you have issued an add authorization.
- Once issued, **students must still register** for the course in Student Planning through the MC Portal.

[1] T5 is a reference to Title 5, California Code of Regulations which is California law for community colleges. T5 regulations are the working understanding of Education Code mandates established by the California Legislature. The California Community College's Board of Governors is responsible for approving T5 regulations, and the California Community College Chancellor's Office (CCCCO) is responsible for implementation and compliance.

How to Authorize Permission:

Go to the MC Portal and log in using your credentials.

1. On the Faculty Self-Service card, select **Faculty Overview.**
2. Select the Course Section.
3. Click on the Permissions tab.
4. Click Add Authorization
5. You can give permission to those waitlisted
6. You can also search for the student by name using the search box to grant permission. Just be sure to confirm the student ID number, as many students may have similar names.
7. Make sure to email the student to let them know they are authorized to add. There is a document called Registering with Add Authorizations available on our Admissions & Records Forms page. You can send them that link to the area in case they need a step by step on how to add to the course.

Adding on or After the Census Date of the Course

- Do not issue an add authorization on or **after** the census date of your course to add a student into your course. When issued, the add authorization generates the add based on the *issue* date, not the actual first day of attendance. Instead, you'll use an Instructor Add form to add the student back (see below).
- A&R revokes add authorizations on the census day of the course.
- On the census date of your course DO NOT issue add authorizations/permission on self-service or by email.
- Any adds on or after the census date must be processed using the Instructor Add Form from the A&R Module in Canvas.

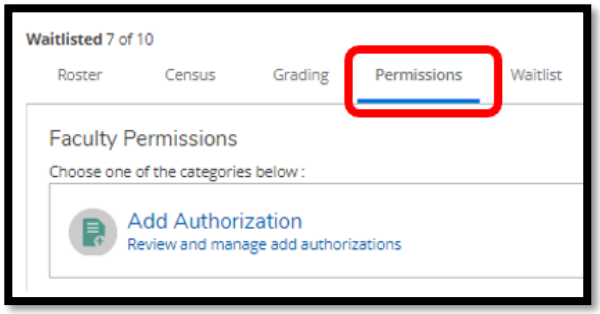
Revoke Add Authorizations

Once you drop students from your rosters, you must also revoke any add authorizations generated for that student; otherwise, those authorizations remain active and the student could add themselves back into the course. When this happens, it adds the student back with the wrong date of attendance and can sometimes be ***after*** the census date for your course, which is not allowed without Dean approval. This type of add also results in the student not being counted in apportionment, which negatively impacts the District's FTES.

How to revoke an add authorization:

Go to the MC Portal and log in using your credentials

1. On the Faculty Self-Service card, select **Faculty Overview.**
2. Select the Course Section.
3. Click on the Permissions tab.
4. Click Add Authorization
5. Find the student in the list and click **Revoke.**



Student Adds (Instructor-Initiated Adds)

An instructor initiated add is generally used to add a student back into a course after a census drop error. You will complete the **Instructor Add Form** located in the OSH or you can request the form link from Admissions. **If the student's first date of attendance is <u>after</u> the census date of your course, Dean's approval is required.**

If the student has contacted you to add back into a course they were dropped from, direct the student to forward your email permission to admissions@mccd.edu. The email must include:

- faculty permission authorizing the add,
- the first date of attendance for the student in the course,
- the course and section number, and
- the student's name and Merced College Student ID number.

Student Drop or Withdrawal from Classes

Students who do not show up to the first-class meeting are considered "no shows" and must be dropped from the roster. Students who <u>are not</u> attending per faculty attendance policy should also be dropped. Be cognizant of the constraints that many students face and be accommodating where applicable.

1. A student can initiate a drop either online through Student Planning or by submitting the appropriate form to the Admissions & Records office in-person or at admissions@mccd.edu.
2. A Student that drops or is dropped **<u>prior</u>** to the census date of the course will not receive a "W" and no grade entry for the course on their permanent record.
3. A student that drops or is dropped from the course **<u>after</u>** the census date of the course will receive a "W".

Instructors may check their roster through Canvas/Self Service for the most up-to-date roster of student enrollment in their class.

Census Reporting

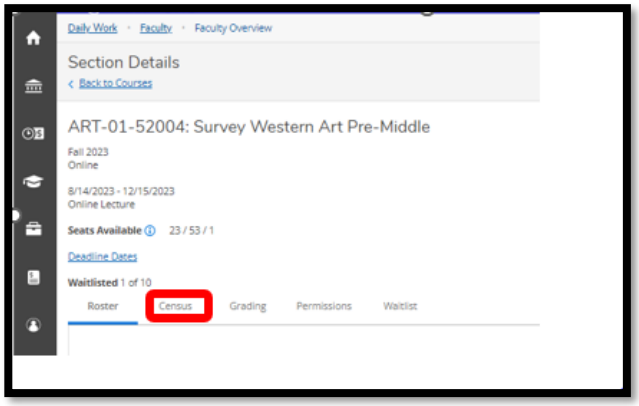
This process is used to submit drops and to certify your census roster. **Certifying your census roster on the census date of your course is mandatory and is required for all sections for auditing purposes**. You are not required to certify the Last Drop roster.

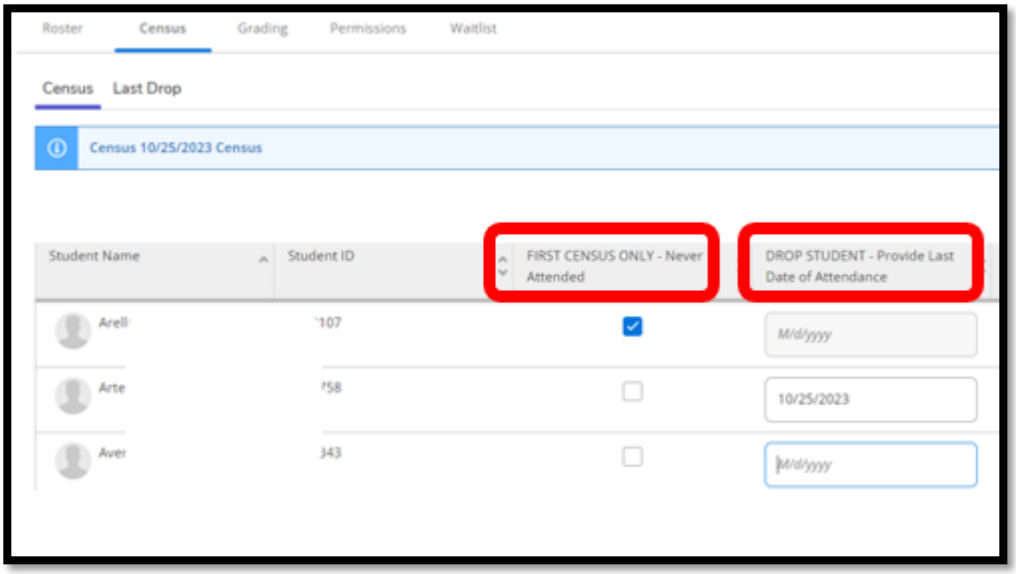
Instructor Census Drops

Census rosters open the first day of the course. Use this roster to drop students up until the census date for your course. Marking a student as a "no show" is only allowed up until the Census date of the course.
To drop a student from your **Census roster** in Self-Service:

1. Go to the MC Portal and log in using your credentials.
2. On the Faculty Self-Service card, select **Faculty Overview.**
3. Select the Course Section.
4. Click on the Census > Census tab.
5. If you have no shows that you still need to drop, check the box DROP FOR NO SHOW / NEVER ATTENDED (FIRST CENSUS ONLY) for each student **AND/OR**
6. If you are dropping students that have attended at least one day of class, enter the last date of attendance in the box DROP STUDENT-Provide Last Date of Attendance.

The system will auto save your entry.
Once you drop students from your rosters, you must also revoke any add authorizations generated for that student; otherwise, those authorizations remain active and the student could add themselves back into the course. When this happens, it adds the student back with the wrong date of attendance and can sometimes be *after* the census date for your course, which is not allowed without Dean approval.
This type of add also results in the student not being counted in apportionment which negatively impacts the District's FTES.





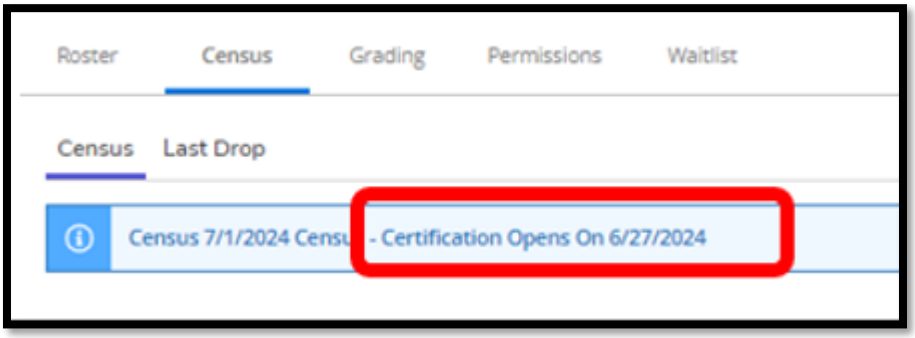
Certifying Students Actively Enrolled at Census

For courses for which FTES is computed pursuant to California Code of Regulations, T5 58003.1(b), (c), and (f) (census procedure), contact hours of enrollment shall not be counted for a student who is a "drop," "no-show," or a "withdrawal" at the cutoff point for the census day or date (not later than the end of business of the last college day immediately preceding the census day or date). Each college must establish an official procedure for ensuring that data computed for the census day or date includes only students who are actively enrolled as of that date.

In other words, the college cannot claim FTES for students who have not attended or dropped before the census date of a course, so it is important to drop those students from the roster.
Reference: EC 84501, T5 58004

Certifying the Census Roster

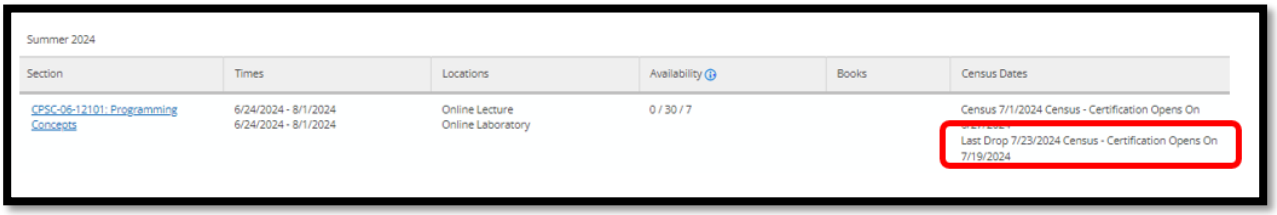
The certification window to certify your census roster opens four days before the census date of the course. You can complete the steps to indicate final census drops and certify your roster at any point during the open certification window. Once you certify the roster, it closes, and additional census drops cannot be processed. If you certified early, still have "no show" census drops to process, and the census period is still open, please contact Admissions for guidance. If the student has at least one day of attendance, you would indicate the drop on your Last Drop roster with the LDA instead.



How to drop students and certify your Census roster in Self-Service:

1. Go to the MC Portal and log in.
2. On the **Faculty Self-Service** card, click **Faculty Overview**.
3. Select the appropriate **course section**.
4. Click the **Census** tab.
5. For students who **never attended**, check **Drop for No Show / Never Attended (First Census Only)**.
6. For students who **stopped attending**, enter the **Last Date of Attendance**.
7. **Prior to the Certify button becoming active, the screen auto saves the entries.**
8. The **Certify Census** button becomes active **a few days before** the census deadline.

After you certify the Census roster, your Last Drop roster will still be available for processing drops up until the Last Drop Date. The Last Drop Date is visible on each section in Self-Service in the Faculty Overview. Admissions processes drops daily, Monday- Friday during the primary terms, and Monday-Thursday during the Summer.



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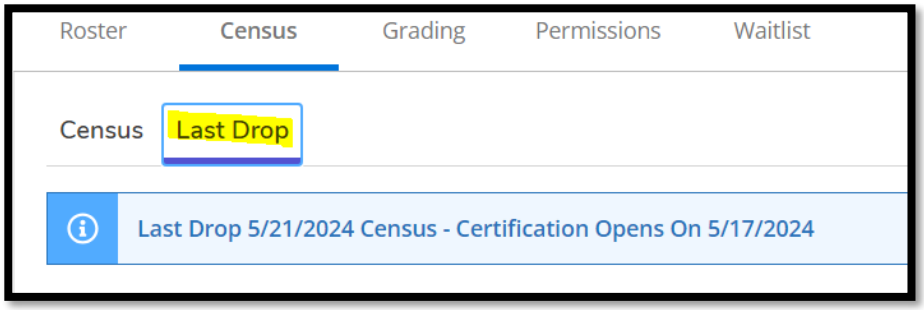
This type of add also results in the student not being counted in apportionment, which negatively impacts the District's FTES.

Last Drop Roster

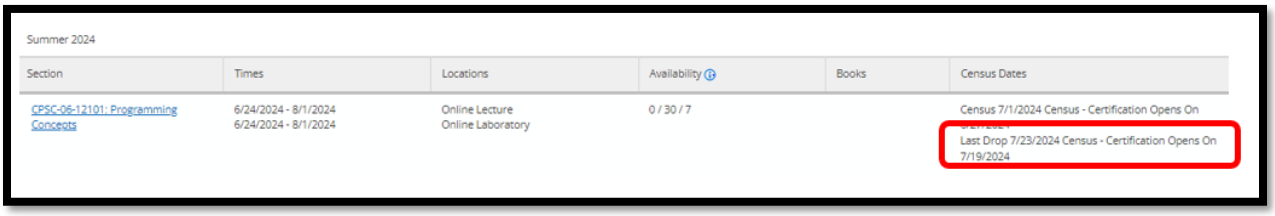
Use the Last Drop roster to drop students up until the last drop date. These drops require a last date of attendance (LDA). That date must be after **the** census date of the course**. You may also notice that the Last Drop roster has a certification option. You can choose to certify your Last Drop roster, but it is not a mandatory submission.**



- We do not allow a backdate prior to census on a Last Drop roster.
- We do not process **ANY** drops after the last drop date for a course has passed.

How to drop a student if the census deadline/date for your course has passed on the Last Drop roster:

1. Log in to the MC Portal
2. Click the **Faculty Self-Service** card and select **Faculty Overview**
3. Select the **appropriate Course Section**
4. Navigate to **Census > Last Drop**
5. Enter the student's **Last Date of Attendance (LDA)** in the **Drop Student** box
   a. ⃠ *Do not select* "Drop for No Show/Never Attended" — this is only used for **Census**
   b. ☑ *Ensure the drop date is after the course's Census Date*
6. **That's it! The system auto-saves your entries—no need to certify**



Student Drop or Withdrawal from Classes

1. A student can initiate a drop either online through Student Planning or by submitting the appropriate form to the Admissions & Records Office in person or by emailing admissions@mccd.edu.
2. A student who drops or is dropped from a class prior to the fourth week of classes (of an 18- week class) will receive no grade entry for the class on their permanent record.
3. A student who drops or is dropped from a class between the beginning of the fourth week and the end of the fourteenth week will receive a "W" for the class on their permanent record. Instructors may check their roster through Canvas for the most up-to-date picture of student enrollment in their class.
4. Students who fail a class because they stopped attending after the fourteenth week should receive a grade of "FW." An "FW" grade requires a last date of attendance entry.

5. EW-Excused Withdrawal: The "EW" symbol may be assigned by the registrar only. It is to be used "...when a student must withdraw from a course for reasons beyond their control." [T5 55024(e)(1)]).
6. Students enrolled in classes in which they have had equipment such as locks, tools, or lab materials checked out to them must check the equipment in with the instructor prior to dropping the class. The penalty for not doing so can result in a charge against the student

Student Admission to Class

Faculty may admit a student to class only under the following conditions:

- The student's name appears on the Canvas class list; or
- The student is listed on class waitlist, there are available seats, and instructor is authorizing the student to add into the class by releasing a permission to add or the instructor can sign a Schedule Request Form (SRF) giving the student permission to add. If the instructor uses add authorizations, be sure to revoke any unused add authorization by the section census date or when a student is dropped from the course.
- A student who appears in class without one of the above items should be allowed to remain for one class meeting. They should be instructed to complete the appropriate registration process prior to the next class meeting.

Student Attendance Requirement/Reporting

Students are expected to attend all class meetings and laboratory sessions for which they are registered, unless they are officially excused. Instructors are encouraged to keep accurate attendance records. The state financial reimbursement for community colleges is based on a total of reported student contact hours. There are three methods used to gather these contact hours.

- Weekly (Regular) Census: Used with courses that have a regular weekly meeting schedule and meet for the entire 16-week semester. In these courses, attendance information is gathered on the Census Date of the semester, and a predetermined formula is applied to generate reported contact hours.
- Daily Census: Used with courses that meet at least five times, have a regular meeting schedule and meet less than the entire 16-week semester (this includes the summer sessions). In these courses, attendance information is gathered once during the course at a point predetermined by a formula. This attendance information and another predetermined formula is then used to generate reported contact hours.
- Positive Attendance and noncredit: Used with courses that do not meet either of the above definitions. Attendance must be kept for each class meeting. Each attendance hour for each student is then counted and reported as a contact hour. Any questions regarding attendance accounting should be directed to the Registrar. (See Final Grade Submission for specific requirements when teaching a positive attendance course.)

The Actual Hours of Attendance procedure (commonly referred to as "Positive Attendance") is defined by T5 and is based on an actual count of enrolled students present at each class meeting and is used for the following types of courses. This means that you are teaching a course that falls into one of these categories.

1. Short Term Credit Courses - Credit courses scheduled to meet fewer than five days.

2. Irregularly Scheduled Credit Courses - Credit courses scheduled irregularly with respect to the number of hours the course meets on the scheduled days.
3. Open Entry/Open Exit Courses - Open entry/open exit courses, including in-person courses and distance education credit or noncredit courses taught synchronously. Reference: T5 58003.1(d),(e),(g), T5 58164

Student Course Repetition

The general rule is that District does not permit a student to enroll again in a credit course (also referred to as repeating or re-enrolling in a credit course) if the student received a satisfactory grade on the previous enrollment. Enrollment in a credit course occurs when a student receives an evaluative or non-evaluative symbol (T5 55023). Evaluative symbols include A, B, C, D, F, P, NP or FW.

Students may repeat a course two times in an effort to alleviate substandard academic work. A sub-standard grade is “D”, “F”, “FW”, “NP”. Students may repeat a course a third time if the College finds there are extenuating circumstances which justify a third repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

There are a few exceptions to the general rule which allows a student receiving a satisfactory grade to enroll in the same course again. A student must submit a Repeat Petition to the Academic Exceptions Committee for review if one of the following exceptions applies:

Courses properly designated by the district as repeatable a subsequent enrollment due to significant lapse of time variable unit courses offered on an open-entry/open-exit basis, extenuating circumstances, cooperative work experience education courses, students with disabilities repeating a special class for one of the reasons specified in T5 56029, legally mandated courses, or courses necessary because of significant changes in industry or licensure standards. Reference: T5 55000(n), 55023, 55040, 55041, 55042, 55043, 55044, 55045, 55046, 58161

Student Privacy Rights of Students

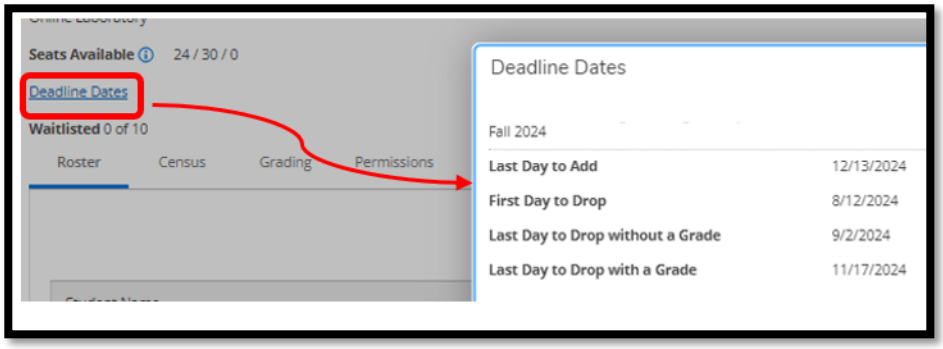
The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) gives the student three important rights:

- The right to inspect his/her student records,
- The right to challenge incorrect information in those records, and
- The right to keep his/her records private.

This law authorized the release of directory information (in the absence of student objection) including name, address, telephone number, date and place of birth, major field of study, enrollment status (e.g., full-time, part-time, undergraduate), participation in activities, date of attendance, degrees and awards, and last institution attended. Objection to the release of this information is made on the Admissions Application at the time of registration. The Registrar has been designated "Records Officer" as required by the Act. Any questions regarding student privacy may be directed to the Registrar in the Office of Admissions & Records.

Important Dates & Deadlines

- Visit the Merced College website to view Important Dates & Deadlines.
- Section Deadline Dates can be found on each section in the Faculty Overview



Course Audit

Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. A student who audits a course does so for the purposes of self-enrichment and academic exploration. California Educational Code, Section 76370 states the governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

Course Audit Criteria:

- A course may be audited one time.
- If a fee for auditing is charged, it shall not exceed fifteen dollars ($15) per unit, per semester.
- Students enrolled in ten or more units at the time enrollment occurs will not be assessed the $15 per unit fee for up to 3 units.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
- Priority in a class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate
- Classroom attendance or students auditing a course shall not be included in computing the apportionment due to a community college district.

Students wishing to audit a course must complete an Audit form located on the Admissions & Records Forms page. This request must be approved by the faculty teaching the course the student wishes to audit.

- Students submit an audit request the week the course starts.
- We do not accept forms prior to the start of the requested course.
- Once processed, a copy of the completed form is emailed to Canvas Help, the faculty, and the student. Canvas Help sets up the student's access to the course shell with instructions on how to login.

Students approved to audit a course do not show up on your roster in Canvas or Self-Service and do not receive a final grade.

Census Dates

Census Reporting Due Dates (Academic Year 2025- 2026)

Fall 2025

Number of Weeks	Fall Instruction Dates	Days	Census Due Date
16 week	8/25/25 – 12/12/25	85	9/8/25
8 week (1st)	8/25/25 – 10/18/25	45	9/5/25
8 week (2nd)	10/20/25 – 12/12/25	40	10/29/25

Spring 2026

Number of Weeks	Spring Instruction Dates	Days	Census Due Date
16 week	1/12/26 – 5/1/26	86	1/26/26
8 week (1st)	1/12/26 – 3/7/26	44	1/22/26
8 week (2nd)	3/9/26 – 5/1/26	42	3/18/26

Summer 2026

Number of Weeks	Summer Instructional Dates	Days	Census Due Date
4 week (1st)	5/18/26 – 6/11/26	15	5/20/26
4 week (2nd)	6/15/26 – 7/9/26	14	6/17/26
6 week	6/1/26 – 7/9/26	22	6/4/26
8 week	5/18/26 – 7/9/26	29	5/27/26
12 week	5/18/26 – 8/6/26	45	6/2/26

Formula:

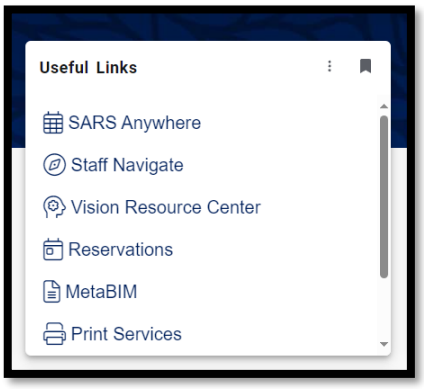
Census = 20% of Class Meetings (0.2 * # of instructional days), round to nearest whole number, e.g. Summer 4-week (1st Session) - # of instructional days (15), M – TH, 15 * 0.2 = 3 meeting days (5/20 is the third instructional day and thus census).

Navigate Early Alert

How to Submit a Tutoring Referral

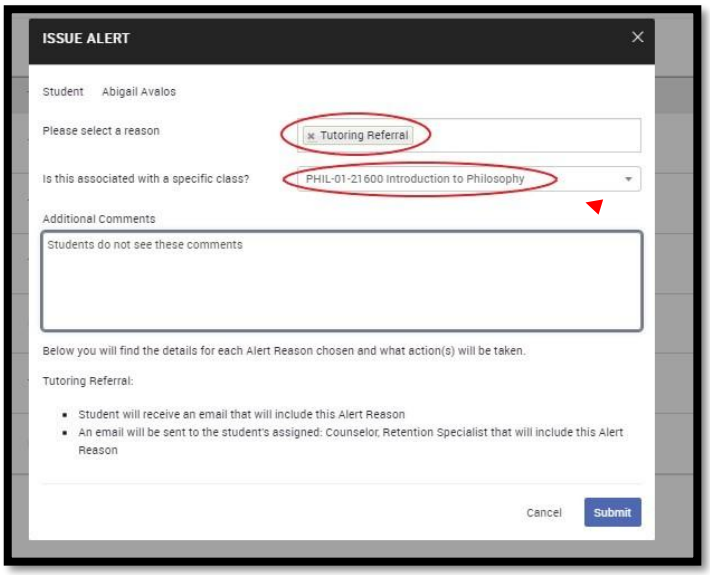
Logging in to Navigate

- ✓ You can submit a tutoring referral at any time for student/s in yourcourses.
- ✓ Login to Navigate through the MC Portal and use your MC network credentials and password.
- ✓ Once you are logged in, the link can be found under useful links in your discovery cards on the portal home page. Once in Navigate ensure you are on your professor home page. Some faculty are also students and the platform will default to the student page



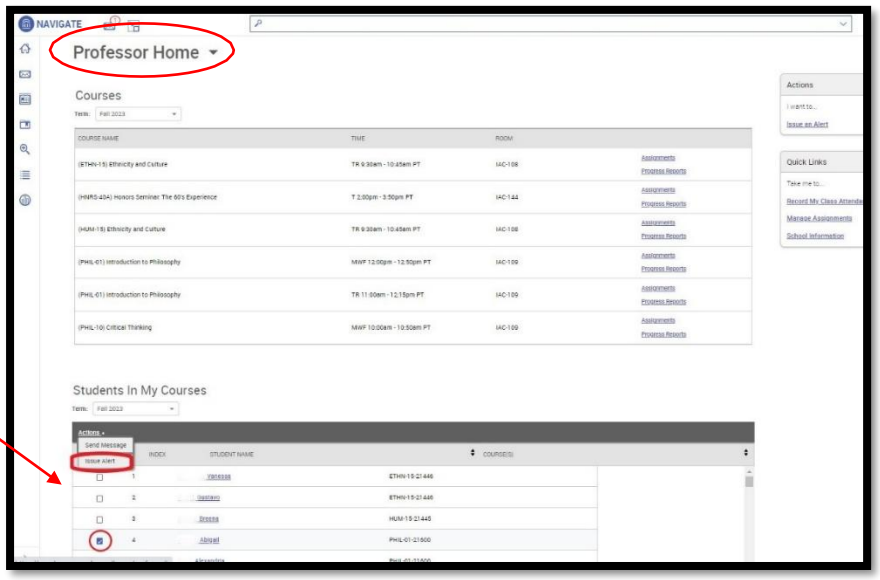
Selecting the Student

- ✓ Select the student - ***do not select morethan one at a time****
- ✓ Click "Actions" in the top left of the box
- ✓ Select "Issue Alert"



- ✓ Select "Tutoring Referral"
- ✓ Select the class. Please do not leave this blank
- ✓ Enter any comments that you would like the
- ✓ Click "Submit"

Issuing the Alert / Referral
Counselor and/or outreach staff to know. These comments are utilized for follow-up



* Submitting an alert for tutoring for a single student and specifying the course on the alert screen is essential. This enables SSTC staff, counselors, and others to carry out the necessary outreach effectively.

Recording in Classrooms

For more information see **PROHIBITED USE OF ELECTRONIC LISTENING OR RECORDING DEVICES**
(Education Code § 78907)

The use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor. Any student violating this section shall be subject to appropriate disciplinary action.

Classroom Equipment

An inventory has been made of the equipment in each classroom and office. No equipment of any kind should be removed from any room or moved from one room to another without authorization from the Purchasing Department. Most classrooms are equipped with either a standard multimedia system (digital projector with screen, sound system, multimedia podium/lectern with a District Standard PC an related equipment) or a HyFlex synchronous learning system (multimedia system plus dual PTZ cameras and microphone system for use with Zoom and other teleconferencing platforms).

Classroom Usage

Instructors are asked to leave the classrooms in an orderly condition, ready for use by the following class. If tables, chairs, or other equipment are rearranged for a specific class meeting, the classroom MUST be returned to its original condition.

Instructional Periods

Lecture Classes

Classes are scheduled in accordance with the State Chancellor's Office guidelines. The time printed in the class schedule represents the start and end times. Ten-minute breaks should be given for each hour of instruction. Contact the Area Dean if unsure of how many ten-minute breaks should occur during the class time. Breaks cannot be added up to start class later or end it earlier.

Starting and Ending Times

Classes should begin and end at the time indicated in the Schedule of Classes. Instructors should cover sufficient material in each class session to ensure that the entire time span of the class is utilized effectively. *Do not dismiss classes early or start late.*

Distance Education Courses

Merced College has a wide variety of Distance Education courses that are offered in several modalities, which include fully asynchronous, synchronous, and HyFlex. However, the name distance education can be misleading because Distance Education offers a variety of services for all modalities. Any modality of delivering content where the students and instructor are separated falls under the DE umbrella.

Merced College utilizes the Canvas Learning Management System (LMS), and all faculty are expected to utilize the LMS in some capacity, no matter the modality. Merced College is committed to ensuring that Distance Education courses support Regular and Substantive Interaction (RSI) between the students and instructor, as well as between the students themselves, in compliance with both Federal and State regulations. Additionally, any use of technology must adhere to all accessibility regulations and requirements. For more information about Distance Education policies and procedures at Merced College, please contact the Dean of Innovation.

Online Certification

In order to teach online starting spring semester 2021, the Chancellor's Office requires all faculty teaching online to be certified teach a course of their own design or teach a certified blueprint course. Merced College offers an Excellence in Online Teaching certification series to support faculty in becoming certified to teach online. Per the 2024-2027 Collective Bargaining Agreement, faculty are required to complete nine hours of recertification to maintain online teaching currency. For an approved list of activities that count toward recertification, please visit the Online Support Hub.

Instructional Design Assistance

Merced College offers the instructional design services of two faculty Instructional Designers. The Instructional Designers can assist with a variety of tasks including course design training, pedagogical assistance, and building courses to be accessible to all students. The Instructional Designers have rich backgrounds in Universal Design for Learning (UDL) practices, understanding cognitive overload in terms of design, and technological design best practices. The Instructional Designers can be found in person at the Trident Innovation Center or by email at canvashelp@mccd.edu.

Travel

Travel, Field Trips and Excursions

Definitions:

***Travel*:** When faculty member, employee or athletics attend conferences, trainings or on approved College business as a part of their duties.

Field Trip: Travel with students in connection with course of instruction and is outlined in the course of record for the class. Generally considered an extension of the class and required for the student to attend.

Excursion: Travel with students for college-related social, educational, cultural athletic or musical activities. Participation and attendance for the student is voluntary.

Athletics: Team travel for inter-collegiate sports. This does not include club sports (ASMC)

Procedures

For any district related travel, All MCCD staff must first be cleared to drive by the District. Forms are available from Transportation. Allow minimum 5 days processing.

Requests for individual travel to attend approved College business (site visits, career days, meetings, training, etc.) must be pre-approved by your Dean/Director/Supervisor.

Travel Within District Boundaries

- Use of a District vehicle is allowed for travel of approved College business. District vehicle are requested by contacting Travel and completing a Vehicle Request for Local Use form. (Budget code would be required for the use of a district vehicle.)
- Reimbursement for mileage must be submitted on the District 2056 - Mileage Expense Claim form and emailed to Travel.

Outside of District Boundaries

1) Complete 2050 - Trip Request form, regardless whether or not expenses are being claimed.

    a) Route Trip Request form with supporting documentation for signatures

    b) This form must be approved by your Dean/Director/Supervisor and Vice-President prior to travel. Please allow sufficient lead time to obtain appropriate approvals. Pre-approval is required prior to making any non-refundable deposits.

2) Supporting Documentation. Examples of documentation that should be included with the form are:

    a) Agenda of conference or event (helps determine date range of conference and meal allowance)

    b) Map of mileage being claimed

c) Conference / event registration or entry fee information.

d) Hotel reservation (for reasonable accommodation)

e) Flight confirmation (for reasonable/base accommodations)

f) Vehicle rental confirmation (for reasonable/base accommodations)

g) Any other pertinent information that will support what is included in the Travel Request Form

h) Forward signed Trip Request form for validation and processing to travel@mccd.edu

i) Fiscal Services can be contacted at travel@mccd.edu travel@mccd.edu for questions or further information on the Trip Request form processing.

j) Use of a District vehicle is allowed for travel of approved College business. District vehicles are requested by contacting travel@mccd.edu. e. Fiscal Services can be contacted at travel@mccd.edu for questions or further information the Trip Request form processing.

Field Trip

All student participants and adult volunteers who travel on a District field trip or excursion must complete the following forms prior to travel:

- Hold Harmless and Code of Conduct form
- Medical Treatment Authorization form, if travel is outside the local area or involves an overnight stay

These forms must be completed and submitted to Risk Management, travel@mccd.edu, prior to travel. These forms will remain on file with Risk Management along with a copy of the Trip Request form.

Transportation of students for District sponsored field trips should be by either District vehicle, Chartered transportation services or other arranged transportation services. Use of a privately-owned vehicle operated by students is discouraged. Such use requires approval by Dean. Students driving District vehicle must be 21 years of age.

Overnight parking is not permitted without authorization from the VP of Administrative Services. Please reach out to the VP of Administrative Services office or Campus Police prior to trip. Unauthorized vehicles left overnight will be subject to citation.

Field Trip Process Overview

1. Submit Required Forms and Documentation

- Complete **2050 - Trip Request Form**
- Ensure **driver is cleared** to drive with Transportation
- Include:
    - **Supporting documentation** (See Travel 2.b.2))
    - **Student roster**
    - **Hold Harmless Agreement** and **Code of Conduct** (all students)
    - **Medical Treatment Authorization Form** (if overnight or outside local area)

    - **Student Request to Use Private Transportation** (if student is using a privately-owned vehicle: must be approved by Dean)

2.Vehicle Reservation

- **If a vehicle is needed,** contact Transportation **at** travel@mccd.edu **to reserve (pending Trip Request approval)**

3. Route for Signatures

- Obtain signatures from:
    - Appropriate **Dean**
    - Appropriate **Vice President**
- Submit the **signed Trip Request form** to travel@mccd.edu
    - **Must be approved at least 2 weeks prior** to travel

4.Receive Confirmation

- You will receive a **confirmation email** of final validation from **Risk** and **Fiscal**
    - Transportation will be notified if vehicle is needed

5. Make Trip Arrangements

- Coordinate with **Fiscal** for any:
    - Prepayments
    - Additional arrangements

Multiple Field Trips (during same semester)

1. Submit Required Forms and Documentation

- Complete **one 2050 - Trip Request Form** for the semester
    - Trips must be **similar in nature**
    - **Not overnight**
    - **No high hazard activities**
- Indicate:
    - **Course number**
    - **Course title**
    - **Semester** (e.g., *DAIR-10 Field Trips Spring 2025*)
- Include:
    - **Single Hold Harmless Agreement** and **Code of Conduct** (for enrolled students)
    - **Student Request to Use Private Transportation** (if applicable — must be approved by Dean)

2. Submit Student Roster

- For each individual trip, submit an **updated student roster** indicating actual participants
- Participation limited to **currently enrolled students** in the course

3. Route for Signatures

- Obtain signatures from:
  - Appropriate **Dean**
  - Appropriate **Vice President**
- Submit all completed and signed forms to travel@mccd.edu

4. Receive Confirmation

- You will receive a **confirmation email** of final validation from **Risk** and **Fiscal**
  - Transportation will be notified if a vehicle is required

Excursions

Travel with Students for trips other than field trips specific to a class are considered voluntary. These excursions are generally not a regular part of the classroom instruction and involve more complex risks. Procedures are the same as with field trips with the following exceptions:

1. Review of the travel and trip details must be completed by Dean, the appropriate Vice-President and the Risk Management Office prior to making a non-refundable deposit.

2. The Hold harmless and code of conduct form is required to be completed by students and any volunteers. If outside the local area or involves an overnight stay, then the Medical treatment authorization form is required.

3. Travel and participation are restricted to MCCD staff, currently enrolled students, or volunteers as screened per AP 7500 – Volunteers.

Vehicle Use (District)

District vehicles are to be used only for authorized trips for District business. Personal use of college vehicles or other property is an improper use of public funds and is therefore illegal.

Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval from the Vice President of Administrative Services or designee.

Further, anyone using a college car for unauthorized use is not covered by District liability insurance, and there is some question as to whether, in case of an accident, your personal liability insurance would be effective. If you are using your personal car for District business, your personal auto insurance is primary, District vehicles cannot be used for personal use.

Travel Request and Travel Claim

The Business & Fiscal Services office is responsible for processing all College travel related documents. Fiscal Services works closely with department managers and special program managers to ensure that travel is appropriate for the funds that will be used to pay for the travel and to ensure that there is sufficient funding. Please refer to the Business and Fiscal Services page for the appropriate forms and further information.

References

CCR Title 5, 55220
MCCD BP/AP 4300 – Field Trips and Excursions
MCCD BP/AP 7400 – Travel
MCCD AP 6530 – District Vehicles

Guest speakers

Faculty may invite a guest to speak to their class. Complete the Guest Lecturer Form and submit it to the area dean for approval prior to the speaking engagement.

Duplicating and Print Services

Faculty are encouraged to contact the appropriate Area office for duplicating assistance and to request needed class materials and supplies. Proper authorization/approval from the Dean of Instruction to print and the correct billing/charge-to information is required for all print orders. The department recovers costs by allocating them to the requestor's duplicating account lines/s through a charge-back system. Charges are based upon incurred expenses (materials, supplies, additions).
To submit duplicating materials electronically, please visit the Print Services webpage.
To make a print request, log in to PrintNet via the Campus Community tab. This will open the Okta window to log in with MCCD credentials. Complete the form, and select an account line through which print jobs will be charged. For any questions, concerns, or problems contact the Area Coordinator.
Digital files uploaded through PrintNet are preferred, however, print requests with hardcopy attachments may be left with Area Coordinators, sent via department mail, or dropped off at the department. To make a print request, log in to PrintNet via the Campus Community tab. This will open the Okta window to log in with MCCD credentials. Complete the form, and select an account line through whichprint jobs will be charged. For any questions, concerns, or problems contact the Area Coordinator.
Digital files uploaded through PrintNet are preferred, however, print requests with hardcopy attachments may be left with Area Coordinators, sent via department mail, or dropped off at the department.

The Graphic Communications department is located in the Service Building off University Avenue. Please give adequate lead time when submitting materials for duplication. Same day, walk-in, print-on-demand services are not offered due to workflow constraints. Due to workload demands, no guarantees can be made to accept or complete any work submitted less than 24 hours before date due. Specific turnaround times are determined by the project on a case-by-case basis. Please consult with staff for time-sensitive projects. It should be noted that turnaround times may be lengthened at the beginning and end of each semester due to increased volume. Please plan accordingly. Unexpected downtime caused by equipment issues or campus closures, while infrequent, may occasionally interfere with timely completion of services. Print Services staff appreciates understanding in such circumstances. Evening instructors who cannot come to campus during the daytime should contact their Area Coordinator before 4:00 p.m. regarding arrangements for assistance.

Guidelines from the association of American Publishers for copying material for the classroom which does not require permission to duplicate have been included as a reference. Please note that the

requestor assumes full liability for any work submitted for duplication. Any person requesting, or using, copyrighted work for purposes in excess of “fair use” is liable for copyright infringement and is subject to civil and criminal penalties. Materials submitted for duplicating to the Graphic Communications department or bookstore which include copyrighted material (without the explicit permission of the copyright holder) will be returned to the instructor.

Classes with Hours by Arrangement

“To Be Arranged” (TBA) hours should be limited to those classes that must have flexible hours in order to meet objectives. There must be clear identification of all hours that are “arranged.” The instructor must be available for the entire “arranged” time period and at the locations designated.

If a class is scheduled with "To Be Arranged" hours, the following procedure should be implemented:

- Determine when and where the students will accomplish the required hours, and what type of supervision will be provided for the students while in the instructional activity. Notify the Dean of the hours for approval. Enrollment logs for all TBA classes are required to be submitted to the dean’s office at the end of the term for auditing purposes.
- Determine a mechanism for keeping a record of the students' hours; i.e., through the use of a time clock, sign-in cards, logs, student notebooks, etc.
- Give the students, in writing, an explanation of when, where and how they must meet the to-be-arranged hours. Included in this explanation must be an explanation of the required hours per week. This information is to be included on the course information sheet (syllabus) given to the students and/or in an addendum given soon after the semester begins (by census week).

Accessibility Resources

Accessibility is not only the law, it helps all students gain better access to content. We have a variety of resources readily available on our accessibility website.

- **Style Headings:** Heading styles are consistently used to aid navigation. Heading checks make sure that Heading styles are used and that Heading levels (H1, H2, H2, H3, etc.) are used/nested in the correct order. Fonts, colors, and formats (bold, italics, etc.) are not used in lieu of heading styles.
- **Chunking:** Content exceeding 3⁄4-page is chunked using meaningful section headings and/or proper page breaks like HTML snippets.
- **Links:** Links are embedded within meaningful and unique text in place of displaying the URL.
- **Lists:** Lists are created using the bullet or numbered list tool and not formatted manually.
- **Color Contrast:** There is sufficient color contrast between the foreground text and background to meet ADA requirements.
- **Color & Meaning:** Color is not used as a means of conveying information, adding emphasis, indicating an action, or otherwise distinguishing a visual element.
- **Images:** All images have appropriate alternative text that describes the image and explains the instructional value. The alternative text does not contain “image of,” “picture of,” or file

extension (e.g., ".jpg").

- **Decorative Images:** Banners are tagged appropriately. Images are not used for decorative purposes.
- **Tables:** Column and/or row header cells are designated so that screen readers can read table cells in the correct order. A table caption is included.
- **Underlining:** Underlining is reserved for hyperlinks only.
- **Slide Decks:** Slides are created using built-in accessible slide layouts, with each slide having a unique title. All text is visible in 'Outline View' to ensure that it can be read by assistive technology.
- **Captions:** Videos have accurate captioning and do not rely on auto-generated captioning
- **Audio:** Audio files include appropriate transcripts.
- **Players:** Video/audio media players are not set to auto-play
- **Flashing Content:** There is no flashing, blinking, or moving content.

**The list above is not exhaustive. For more in-depth training and resources, contact the Innovation Team.*

Technology Support

At Merced College, we have numerous avenues for technology support.

- Faculty Canvas issues- Contact Canvashelp@mccd.edu
- Faculty and Staff IT Support- Contact helpdesk@mccd.edu or call 209-384-6180
- Student Tech Support- Tech Support Website, In person visit in the Downey Learning Resource Center email myhelp@mccd.edu or call 209-381-6565

Acceptable Use Policy

This policy applies to students, faculty, and staff.

The Merced Community College District (hereinafter referred to as MC) owns and operates a variety of communication systems that are provided for statewide use by students, faculty, and staff in support of the programs of California community colleges and are to be used for education, research, academic development, and public service only. Commercial uses are expressly excluded. All students, faculty, and staff are responsible for seeing that these systems are used in an effective, efficient, ethical, and lawful manner.

This document establishes rules and prohibitions that define the acceptable use of these systems.

Unacceptable use is prohibited and is grounds for loss of computing privileges, as well as discipline and/or legal sanctions under federal, state, and local laws.

Communication systems are defined as services such as E-mail, Internet access, the telephone system, and campus electronic networks.

Adopted 6/15/04 updated12/13/22

See Administrative Procedure 3720

Absences

An Administrator is the **only one** with authority to cancel class. If you must be away during a scheduled class, you must notify your Area Dean and take the appropriate leave. The Dean will find a substitute or cancel class, whichever is appropriate.

1. When calling to report an inability to meet a class(es), make sure to reach a "live" human voice. Do not simply leave a message on voicemail.
2. The first call should be to the Area Coordinator. They will make sure the classroom is posted. It is the faculty's responsibility to complete and submit absence forms to the Area Dean in a timely manner. Please send the completed form to the Area Coordinator to route for signatures. In addition, call the Area Dean on their preferred phone (office or cell).
3. If unable to reach the Area Coordinator, call the switchboard operator at 384-6000 and select option 8 any time between 8:00 a.m. and 5:00 p.m. The switchboard operator will then contact a staff member in the Office of Instruction. This staff member will post the classroom and relay the information to the Area Coordinator so an absence form can be sent to the instructor to complete.
4. If for some reason there is no answer at the Administration reception desk, call the Office of Instruction at 381-6576 or 384-6199 and leave the message with whomever answers.

Note for instructors who teach classes which begin at 7:00 a.m.:

Instructors should inform students that if the instructor has not arrived by a certain time (typically 15 minutes after the start time of the class), they should not remain. Inform them that the classroom door will not be posted if and when if instructor is absent. The instructor is still obligated, of course, to report the absence as outlined above.

Contact Information

Department	Position	Name	Contact Number	Building Location
Agriculture & Industrial Technology	Dean	Cody Jacobsen	384-6397	AGTIC
	Administrative Coordinator	Carmen Moreno	384-6250	AGTIC
	Faculty Lead (Automotive)	Michael Weepers	384-6175	IT
	Faculty Lead (Animal Science)	Mary Maddux	384-6299	IT
Arts & Social Sciences	Dean	Carolyn Cusick	38	IAC
	Administrative	Shayal Singh	384-6073	IAC

	Coordinator			
	Administrative Coordinator	Leyla Polk	386-6644	ART
	Faculty Lead (History)	Adam Fong	384-6018	IAC
	Faculty Lead (Arts)	Alex Simon	384-6249	Music
Business & Economics	Dean	John Albano	38	BRC
	Administrative Coordinator (Business & Economics)	Corina Jimenez	386-6777	BUS & ECON
	Administrative Coordinator (Noncredit)	Denise Edwards	381-6541	BRC
	Faculty Lead (Business)	Caitlin Serpa	384-6348	IAC
	Faculty Lead (Economics)	Annette Macha	384-6387	IAC
Allied Health & Public Safety	Dean	Joe Serena	386-6730	AHC
	Administrative Coordinator	Norma DeLaTorre (Allied Health)	384-6309	AHC
	Administrative Coordinator	Maria Soto (Public Safety)	384-6058	PSC
	Faculty Lead (Allied Health)	Sharon Brown	384-6127	AHC
	Faculty Lead (EMT/Fire)	David Noblett	384-6172	AHC
Humanities, Liberal Arts & Rising Scholars	Dean	Travis Hicks	381-6489	IAC
	Administrative Coordinator	Xee Lor	384-6150	IAC
	Faculty Lead (English)	William Baker	384-6390	IAC-C
	Faculty Lead (English)	Sean Esptein-Corbin	386-6754	IAC-C
	Faculty Lead (Philosophy)	Jacqueline Alvarez	384-6363	IAC-C
	Faculty Lead (Foreign Language)	Natalie Sobalvarro	381-6536	IAC=C

	Director of Rising Scholars	Dondi Lawrence	384-6352	IAC-B
	Rising Scholars Program Assistant	Elizabeth Yanez	384-6195	IAC-B
	Rising Scholars Program Assistant	Janie Roberts	381-6399	IAC-B
	Rising Scholars Counselor	Yanira Anaya	386-6628	IAC-B

Science, Technology, Engineering, and Math (STEM)	Dean	Marie Bruley	386-6674	SCI
	Administrative Coordinator	Angelica Campos	384-6293	SCI
	Faculty Lead (Math)	Jo Fawna Ebinger	384-6385	SCI
	Faculty Lead (Chemistry)	Denisha Dawson	384-6290	SCI
	Faculty Lead (Biology)	Cary Coburn	384-6291	SCI
Education & Innovation	Dean	Kody Stimpson	384-6085	TIC
	Program Assistant	Jenny McCaffery-Jones		OIE
	Faculty Lead (CDC)	Pamela Huntington	381-6500	TIC
Los Banos Campus	Dean	Jessica Moran	381-6410	Los Banos
	Administrative Coordinator	Margo Pulido	381-6412	Los Banos
	Faculty Lead (Communications)	Griffin Cheek	386-6745	Los Banos
	Faculty Lead (Psychology/ Sociology)	Scott Coahran	386-6718	Los Banos

Email, Voice Mail, and Canvas

Each faculty member, including adjunct faculty, is issued a network login and Merced College email address. A significant amount of information is sent to faculty via e-mail. E-mail can be received and sent from off-campus locations. For more information, contact the dean or the faculty lead.

All full-time faculty have voice mail. Each adjunct faculty member has the option of requesting a voicemail number. For more information, contact your dean.

Each faculty member is assigned a network login and Merced College email address for access

to the Merced College Portal, Canvas, and Microsoft 365. Canvas is the campus Learning Management System(LMS) and is used for managing materials and instruction, as well as posting and submitting final gradesthrough the Grade Import tool.

Day and Evening Assistance

Day or Evening - In case of emergency, contact Campus Police at 209-386-6600 for the Merced or BRC campuses or 209-381-6425 for the Los Banos campus.

ITS and Audio Visual

Audio Visual falls under the Information Technology Services Department and is located in the Downey Learning Resource Center. The contact phone number is (209) 384-6180 (press 1 for Audio Visual) or e-mail AVHelp@mccd.edu. As of June 30, 2019, the District no longer supports VHS media or technology.

Who can use AV?

AV provides selected instructional technology support services for college credit, noncredit, and Community Services classes. Full and part-time professors and staff may use AV resources to carry out Merced College assignments. AV does not routinely provide services or equipment for students or non-college use. AV does not loan materials or borrow materials from other groups, institutions, or individuals.

AV services include on-campus delivery of select instructional technology items (projectors, document cameras, voice-lift/amplified audio, etc.), troubleshooting and repair/rectification of inoperative instructional technology, consultation on selection and installation of instructional technology, and support for Zoom teleconferencing technology (inclusive of hy-flex classrooms and conference room systems). Please note that all media, such as videos and music are only available through the library circulation process. See the Library section for more information.

Equipment types available

Digital projectors, document cameras, voice-lift/amplified audio systems, CD players, multimedia carts, Zoom teleconferencing carts, and video playback carts.

Period of check-out

Equipment is usually checked out for a single class period, and each request is determined by need and availability. Most classrooms are already outfitted with multimedia systems or hy-flex systems.

Lead time for the use of equipment

Twenty-four-hour notice is the minimum lead time for requesting materials or equipment. Neither equipment nor materials can be guaranteed on notice shorter than twenty-four hours. Requests are handled on a first-come, first-served basis by AV staff.

How to order materials

Requests may be made in writing by providing the following information: name, class, room, starting/ending times for the class, and what specific equipment is needed. Send a written request to AV, Stop 47, email AVHelp@mcd.edu, or order equipment by calling (209) 384-6180 (press 1 for Audio

Visual) with the above information. Please leave a callback number to verify your order.

Catalogs

Media owned by the District, including materials housed in other divisions and departments, can be found online through the Library.

Access to materials and equipment

AV can check out and deliver only materials and equipment housed in the AV office and under the supervision of AV staff. For materials not located in AV or under AV supervision, instructors must contact the division or department listed in the catalog and arrange for the use of the material needed. Materials in the library are for student and faculty use and are checked out with a library barcode. The library does not book media in advance, nor does the library staff deliver or pick up materials. **Please note:** DVDs housed in the library cannot be ordered through AV and do not have public viewing rights.

All classroom podium computers have access to several streaming databases for films, including "Ambrose Videos" and "Films on Demand." If assistance is needed, please contact AV at (209) 384-6180 (press 1 for Audio Visual).

Off-Campus classes

Professors of off-campus classes must pick-up and return materials from the AV office during office hours. Materials should be picked up on the day of the class and returned the following morning. AV media, digital projectors, camcorders, voice-lift equipment, and CD players may be checked out. The Los Banos Campus Library has some AV equipment for faculty teaching at that location.

Off-Campus

Equipment may be checked out to go off-campus (District-owned properties) in support of District Functions (i.e., conferences, speeches, etc.). A completed "Request to Remove District Property must be completed in advance, and the user of the equipment assumes responsibility for the items. For more information, please contact (209) 384-6180 (press 1 for Audio Visual) or email avhelp@mccd.edu.

Faculty responsibility

Professors are responsible for the security and legitimate use of District AV equipment and materials as directed by Board policy, and that responsibility cannot be delegated to others.

Service contacts

All AV Contact and Requests..... (209) 384-6180 (press 1 for Audio Visual)

Contact Numbers

When calling from a campus telephone, dial the 4-digit extension. When calling from an outside telephone, dial the full phone number. Please refer to the Faculty & Staff Directory for a full listing of phone numbers and email addresses.

Reason	Who to Contact	Phone Number
Accidents, Illness, First Aid, Medical Emergencies	Student Health Services	(209) 384-6045
Accidents, Illness, First Aid, Medical Emergencies	Switchboard Operator	(209) 384-6000, Ext. 8
Accidents, Illness, First Aid, Medical Emergencies	Campus Police	(209) 386-6600
Accidents, Illness, First Aid, Medical Emergencies	Company Nurse	(209) 384-6045
Accidents, Illness, First Aid, Medical Emergencies	Human Resources	(209) 386-6786
Administration	Area Dean	
Admissions & Records, Rosters, Grades	Office of Admissions & Records	(209) 384-6187
Audio Visual	Educational Tech Specialist	(209) 384-6052
Course Outlines, Grading, Academic Procedures & Regulations	Area Dean	
Guest Speakers	Area Dean	
Library Services	Learning Resources Center	MC Campus (209) 384-6083 LB Campus (209) 384-6434
Room Use Problems	Area Coordinator	
Security, main campus	Campus Police	(209) 386-6600
Security, Los Banos campus	Campus Police	(209) 381-6425
Time Sheets	Payroll Office	(209) 384-6215 (209) 384-6207
Trips and Travel	Area Dean or Vice President of Instruction	

Mail Distribution

Each department has a “stop number” where mail is delivered... Please call the Area Coordinator for the location and access code. A student mailbox is located in the Student Union Hallway for students to drop off documents to instructors. Each student is responsible for properly identifying their items. Detailed

instructions are posted on the drop box. One pick-up per day will be scheduled in the late afternoon with an expected delivery the following District business day before noon. All outgoing mail will be picked up at the same time as delivery. The last mail run is a 2:30 p.m. Monday-Friday. Mail drop-off boxes for outgoing mail are at the following locations:

1. Administration Building Breakroom.
2. Student Union Hallway for Veterans Center, Study Central, Student Health Services and the Cafeteria.

Please call the mailroom at extension #6217 for any questions regarding mail services.

Safety & Facilities

Campus Shield Free App

MERCED COLLEGE

OUR CAMPUS
IS NOW **PROTECTED BY**
CampusShield
Smartphone App

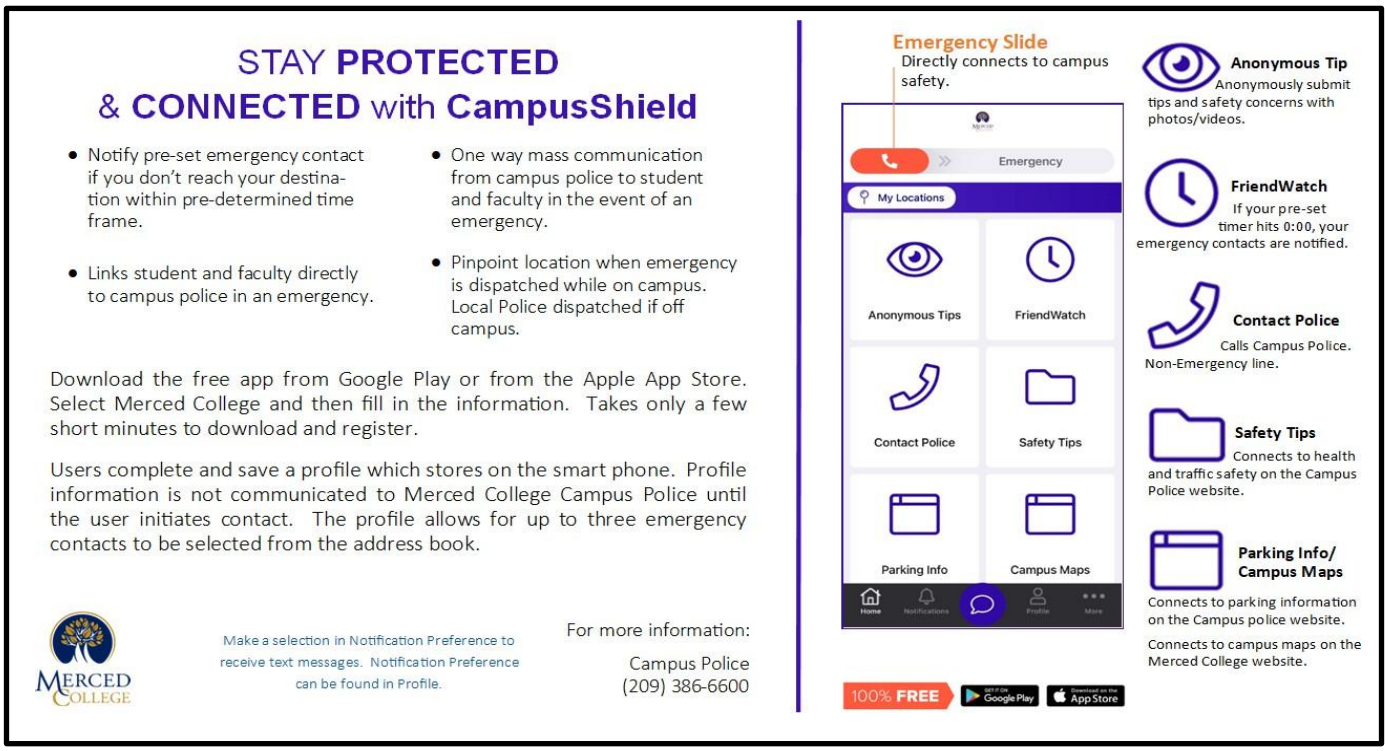
Merced College values your safety and we are using technology to accomplish this goal to ensure our students, staff and all those who enter campus have the most cutting edge safety technology available. Sign up by using any one of these options:

1. Text **mercedcollege** (all one word) to **58843**
2. With a non-MCCD email, complete the registration process as a guest with the 6-digit registration code, **360036**
3. Register via email: **https://portal.publicsafetycloud.net/community-alerts/merced-college**
4. Scan the **QR code**. Campus Shield is free to download onto your smart phone from the App Store or Google Play.

Available on the App Store

POLICE

GET IT ON Google Play



Emergency Procedures

Immediate emergency response may be obtained by using the Campus Shield app, calling Campus Police mainline at 209-386-6600, Merced, or 209-381-6425, Los Banos, or dialing extensions 6600 (Merced) or 6425 (Los Banos). Dialing 911 will connect you to Merced City Police Dispatch who will notify Officers or connect to Merced College Dispatch.
Please refer to the Emergency Preparedness webpage for up to date announcements and information. In addition, you'll find contact information along with helpful links to Campus Police & Behavioral Intervention Team.

Important Contact Information

The Campus Police Department's main office is located at the Public Safety Complex, PSC, Building 4 on the Merced Campus with office hours Monday through Friday, 8:00am to 4:30pm. Officers are on duty 24 hours a day/7 days a week.

- Merced Campus Police Department: (209) 386-6600
- Los Banos Campus Police: (209) 381-6425

Police personnel enforce federal, state, and local laws, including criminal laws and vehicle code violations, as well as investigate all criminal and traffic cases that occur on Merced Campus, Los Banos Campus, and the Business Resource Center. The Campus Police Department also provides policing for avariety of events held on the Merced campus for the community at large.

As a Peace Officer Standards and Training (P.O.S.T.) certified police department, Merced Community College District Police respond to a variety of calls for service which include calls for crimes in progressand medical calls for sick or injured persons in addition to vehicle collisions.

Campus Police operates as a separate jurisdiction working in conjunction with the Merced Police Department.

Accidents, Illness, First Aid, Medical Emergencies

Please refer to the Risk Management page for safety trainings, forms, additional resources and contact information.

Keys

Faculty members on the main campus will be issued keys to rooms to which they have been assigned. Keys to rooms that are not listed within the class schedule will require a key authorization form. For example, these keys include, but are not limited to, lab rooms and faculty mail rooms. The Maintenance Office is responsible for all cabinet, desk, and file cabinet keys. The Maintenance and Transportation Department is responsible for all building keys and will handle all key requirements. Keys are numbered and are to be turned in at the end of each semester unless an exception is approved by the Vice President of Instruction, Student Services or the Area Dean.

When key(s) are issued, the instructor will be required to sign for it, including a statement to the effect that you will not lend the key or make a duplicate of it, in addition to a fee if the key(s) are lost or stolen. All keys checked out to adjunct faculty members must be returned at the end of each semester before the final paycheck will be issued, unless an exception is approved by the Vice President of Instruction,

Student Services or Area Dean. Keys may be issued on a short loan basis when special access to a facility is required, pending the receipt of an authorization form.

Keys are not to be handed to students or others for their use. Because keys can only be used by the individual for which they are assigned and signed out to, at no time should students be left in a room without a professor or advisor. Assigned classroom keys will be issued to instructors who attend the adjunct faculty orientation. Adjunct instructors, who cannot attend the orientation, may contact the Maintenance and Transportation Department and make arrangements to pick up their key(s).

Maintenance and Transportation office hours are from 8:00 am to 4:30 pm. Prior to picking up keys, it is recommended to call ahead of time to make sure the key is ready and that someone will be there when you arrive. Contact Lisa by email at regina.moreno@mccd.edu or by phone at 209-384-6142 for further assistance.

Parking

Merced College Staff Parking Permits are valid for the duration of an academic year. Faculty and Staff Members of Merced College are provided one staff parking permit free of charge. There are a number of parking areas located about the campus that are restricted to staff only. Parking permits will be issued during adjunct faculty orientation each semester. At other times, parking permits may be obtained at the Campus Police Department. Additional permits or replacements for lost or stolen parking permits must be purchased by the employee from Students Fees at the cost of $40.

If a staff member must purchase a day pass, it can be purchased from the gray parking permit dispensers available at various locations on campus at the cost of $2.00. Day passes are only valid in student parking and cannot be used in staff parking spaces. Purchase can be made with either a debit/credit card or dollar bills in exact amount. The option to purchase consecutive day passes is available. Parking permits must be displayed prominently on the vehicle hanging from the rearview mirror facing forward. Vehicles not properly identified are subject to ticketing.

If you are a motorcyclist, you may park within any of the areas designated exclusively for motorcycles without a permit being required. However, if you wish to park your motorcycle within any of the regular designated parking spaces, staff or student, you will be required to have a valid motorcycle parking permit on record. For more information, contact Campus Police at (209) 386-6600.

Facilities Request

For use of classrooms outside of instruction, please contact your Area Dean and Coordinator toreserve classroom space for meetings and events.

Student Services

Counseling Services

The Counseling Department is located in the Lesher Student Services Building as well as the Career and Transfer Center in the Student Union Building. Our belief is that college counseling is an integral and essential service that supports all students through a positive and rewarding educational experience. Counselors provide support in achieving academic, personal, career and social development and

success. A primary function of counseling is to plan and execute a program of study that appropriately reflects the educational goals, interests, and needs of the student. This function is best accomplished by the counselors maintaining an open and flexible response to a diverse student population including support for students with disabilities, student athletes and disadvantaged student. Counseling services are offered both in-person and via Zoom, with walk-in availability and the option to book appointments in advance.

Student Retention

1. Maintaining appropriate and consistent contact with students is paramount and key to student retention. Faculty should inform their students where and how to leave messages for them. Each instructor at the main campus and at the Los Banos campus has a mail drop box in which students can leave messages. In addition, students are able to contact their instructors easily through Canvas using email. Faculty are expected to monitor their Merced College email in a timely manner, responding to students' questions or concerns as needed.
2. On Canvas, post a course syllabus outlining the course objectives, instructional methods, texts, grading, attendance policies and assignments. Include information concerning assignment due dates and test dates. Provide each student with a copy at the first meeting.
3. Carefully consider the performance of the students when preparing progress reports. Due dates and forms for progress reporting are provided by the Records Office through your faculty email.
4. When sequential absences occur later in the semester, please contact students to determine if absences are related to the class. If possible, offer possible solutions to study problems.

Optional but Highly Recommended

Late Work Policy - Note to faculty: Please stay flexible and work with students during this trying time. Students are facing some of the most difficult challenges of their lives. Be sure to help them succeed.

Homework policy-Formats, due dates - Note to faculty: Please build in a Plan B, knowing that technology can occasionally become unavailable.

Zoom Etiquette Policy:

- Wear appropriate attire.
- Ensure the background is free of distractions.
- Mute the microphone (and maybe video, too).
- Raise hand and wait to be called upon (Zoom "raise hand" feature).
- Identify by name when speaking in large groups.
- Let others know when done speaking by saying something like: "Thank you."
- Be respectful and considerate of all participants on the Zoom call.
- Participate to the fullest extent possible.

The general rule is that district does not permit a student to enroll again in a credit course (also referred to as repeating or re-enrolling in a credit course) if the student received a satisfactory grade on the previous enrollment.

An enrollment in a credit course occurs when a student receives an evaluative or non-evaluative symbol

(T5 55023). Evaluative symbols include A, B, C, D, F, P, NP or FW.
Students may repeat a course two times in an effort to alleviate substandard academic work. A sub-standard grade is “D”, “F”, “FW”, “NP”. Students may repeat a course a third time if the College finds there are extenuating circumstances which justify a third repetition. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

There are a few exceptions to the general rule which allow a student receiving a satisfactory grade to enroll in the same course again. A student must submit a Repeat Petition to the Academic Exceptions Committee for review if one of the following exceptions applies:

- courses properly designated by the district as repeatable, a subsequent enrollment due to significant lapse of time, variable unit courses offered on an open-entry/open-exit basis, extenuating circumstances, cooperative work experience education courses, students with disabilities repeating a special class for one of the reasons specified in T5 56029, legally mandated courses, or courses necessary because of significant change in industry or licensure standards.

Reference: T5 55000(n), 55023, 55040, 55041, 55042, 55043, 55044, 55045, 55046, 58161

Student Privacy Rights of Students
The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) gives the student three important rights:

- The right to inspect his/her student records,
- The right to challenge incorrect information in those records, and
- The right to keep his/her records private.

This law authorized the release of directory information (in the absence of student objection) including name, address, telephone number, date and place of birth, major field of study, enrollment status (e.g., full-time, part-time, undergraduate), participation in activities, date of attendance, degrees and awards, and last institution attended. Objection to the release of this information is made on the Admissions Application at the time of registration. The Registrar has been designated "Records Officer" as required by the Act. Any questions regarding student privacy may be directed to the Registrar in the Office of Admissions & Records.

Informed Consent

Research, including assessment and evaluation of the teaching and learning process, will be conducted at Merced College in established or commonly accepted educational settings and will involve normal educational practices.

Information gathered related to student knowledge, skills, attitudes, and behaviors will be kept anonymous and/or confidential, and participation exposes students to no or minimal risk of harm. By enrolling and attending Merced College courses, students have volunteered as subjects, have been fully informed, and give their consent to participate in education-based research. If the research parameters

change, students will be fully informed of changes. The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to those records. Students are protected under both FERPA law and the Human Subjects Review process.

References: **Merced College Board Policy 5040**
Merced College Administrative Procedure 5040
Education Code Sections 76200
Title 5, Section 56400
Family Educational Rights and Privacy Act (FERPA)
HHS - Office for Human Research Protections

Guide to Programs & Services

MERCED COLLEGE

Programs & Services To Promote Student Success

MC = Merced Campus, 3600 M Street, Merced **LB = Los Banos Campus, 22240 HWY 152, Los Banos**

Standard In-Person Hours of Operation (Unless Noted Otherwise): Monday–Friday, 8:00 AM–5:00 PM
Friday In-Person Limited Services: Offered in the Downey Center. All other campus areas closed.
Student Online Services (SOS) Via Zoom (Fridays only): 8:00 AM–5:00 PM | Meeting ID: 828 2578 0526 **Select services.**
Program hours may vary throughout the semester. Please call the individual program needed to verify hours of operation.

Admissions & Records

MC: Lesher Student Services Building, 2nd Floor 384-6187
LB: Student Services Building 381-6417
For questions email admissions@mccd.edu.
Admissions provides services related to admission application and registration processing, transcript evaluations and requests, enrollment verifications, duplicate degree requests, and graduation applications.

Associated Students of Merced College (ASMC)

MC: Student Union Building, Room 107 384-6115
Mon-Thu 8:00 am-4:00 pm
ASMC is a student government organization that provides students with representation and advocacy on campus.

Basic Needs/Food Pantry

MC: Student Union Building, Room 104 384-6030
LB: Student Services Building, Room A127 386-6722
Mon-Thu 8:00am-5:00pm
The Basic Needs Center is a single location for all currently enrolled students to access basic needs services and resources linking students to on-and-off campus housing, food, mental health, and other basic needs. Currently enrolled students are allowed one snack and one drink per day, as well as a free bag of food from the pantry once per month.

Bookstore

MC: Student Union Building 384-6280
Mon-Thu 7:45 am-4:00 pm
Offers new and used textbooks for purchase, textbook rentals, ebooks online and in-store, study aids, art materials, nursing supplies, stationery, collegiate apparel and gifts.

CalWORKS

MC: Lesher Student Services Building, 3rd Floor, Room 304 381-6515 384-6377
LB: Student Services Building 381-6428
For questions email smith.l@mccd.edu.
California Work Opportunity & Responsibility to Kids (CalWORKs) is a state funded welfare-to-work program designed to help students who receive public assistance.

Campus Police

MC: Public Safety Center, Building 4 386-6600
Officers Available 24/7 384-6054
LB: Student Services Building 381-6425
In Case of Emergency: Dial 911 from any campus phone.
Services include: response to 911 and other calls, investigation of crimes, escort service, traffic collision response, and Code Blue Box response. Download Campus Shield App on your mobile device to access more public safety services.

Career/Transfer Center

MC: Student Union Building, Room 147 384-6053
Career Center offers students the opportunity to research careers using several computer programs, websites, and books that offer a variety of resources. Career Counselors are available to meet with students.
Transfer Center helps students make a smooth transition from Merced College to various universities.

Child Development Center

MC: Child Development Center 384-6245
Mon-Thu 7:30 am-4:30 pm
LB: Child Development Center
Provides on-campus educational childcare services for students with children ages three months to five years of age.

Counseling & Guidance

MC: Lesher Student Services Building, 2nd Floor 381-6478
LB: Student Services Building 381-6411
For questions email ecounselor@mccd.edu.
Counselors assist students in achieving academic, personal, and social success. Counseling appointments can be made in advance or on a walk-in basis. Counseling stops accepting students at 4:30pm.

Disabled Students Program & Services (DSPS)

MC: Lesher Student Services Building, 2nd Floor, Room 234 384-6155
LB: Student Services Building 381-6423
For questions email dsps@mccd.edu.
Disabled Student Programs & Services (DSPS) provide equal access to educational opportunities for students with disabilities. Disabled Student Programs & Services provides reasonable accommodations to students with verifiable disabilities who are enrolled in classes at Merced College.

Embedded Tutoring Program (ET)

MC: Downey Center, 1st Floor 384-6329
Mon-Thu 9:00 am-6:00 pm
For questions email tutoring@mccd.edu.
Embedded Tutoring at Merced College is a comprehensive academic support program where peer tutors not only provide in-class assistance but also offer support outside the classroom, helping students excel in their studies.

Extended Opportunity Programs & Services (EOPS) and Cooperative Agencies Resources for Education (CARE) Program

MC: Lesher Student Services Building, 2nd Floor 381-6596
LB: Student Services Building 381-6423
EOPS provides academic, career, and transfer counseling, enrollment assistance, textbook assistance, EOPS grants, priority registration, and transfer assistance. The CARE program is an additional service provided through EOPS to assist single parent students who receive TANF. Additional services to CARE eligible students include: orientation and workshops, CARE grants, meal and gas cards, parking permits, and transportation.

Financial Aid

MC: Lesher Student Services Building, 3rd Floor 384-6031
LB: Student Services Building 381-6037
For questions email financialaid@mccd.edu.
Provides financial assistance depending on individual student need as determined by the Free Application for Federal Student Aid (FAFSA) www.fafsa.gov or California Dream Act Application (CADAA) https://dream.csac.ca.gov/. Also offers job placement through Federal Work Study.

International Student Services

MC: Student Union Building, Room 120 384-6229
For questions email internationalstudent@mccd.edu.
Assists international students with various services and resources, including housing.

MC Programs & Services To Promote Student Success

Updated June 24, 2025

Library
MC: Downey Center 384-6081
Mon-Thu 8:00 am-8:00 pm, Fri 8:00 am-5:00 pm
LB: Student Services Building, Room A121 381-6427
For questions, email: refdesk@mccd.edu.
Research assistance from faculty librarians is available. The Library provides access to books, movies, and online databases. Meeting and study rooms are available to reserve. Textbooks and laptops are available to check out.

MESA Program
MC: Science Building, Room 201 381-6478
For questions email mesa@mccd.edu
MESA (Mathematics, Engineering, Science Achievement) serves to enrich the experience of all students interested in STEM (science, technology, engineering, and math) by providing academic support and a variety of community-building opportunities.

NextUp Program
MC: Student Union Building, Room 127 384-6077
Offers eligible current and former foster youth students support and services that could include help with books, supplies, transportation, tutoring, and food.

Puente Program
MC: Student Union Building, Room 127 381-6456
The mission of the Puente Program is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. It provides English and Guidance instruction, counseling, and mentors.

"The Hub" Center for Equity and Diversity
MC: Student Union Building, Room 140 384-6365
For questions email studentequity@mccd.edu.
The Hub is a safe and inclusive space where all students are welcome. As the Center for Equity and Diversity, we provide a supportive environment to connect, share, and grow through cultural programs, student resources, and events that celebrate identity and promote belonging.

Relationship & Sexual Violence Prevention
MC: Downey Center, 2nd floor, Room 204 384-6146
For questions email rsvp.program@mccd.edu
The Relationship and Sexual Violence Prevention Program (RSVP) works with the Merced College campus community to create effective, comprehensive responses to domestic violence, dating violence, sexual assault, and stalking.

Rising Scholars
MC: IAC, Building B Room 140 384-6399 or 384-6195
The program helps build strong pathways from incarceration to academia.

Student Equity & Success Office
MC: Downey Center, 2nd Floor, Room 212 384-6067
For questions email studentequity@mccd.edu
Merced College Student Equity Committee cultivates an inclusive and equitable campus environment focused on student success. We ensure that every student has access to high-quality instruction and support services that are responsive to their unique needs and backgrounds.

Student Fees
MC: Lesher Student Services Building, 3rd Floor 384-6212
LB: Student Services Building 386-6752
For questions email studentfees_custsvc@mccd.edu.
Services provided include: collection of tuition, and associated fees. Online services such as student account refunds, payment plans, parking permits, disbursement (Bank Mobile) of financial aid, scholarship funds, and student account payments.

Student Health Services
MC: Student Union Building, Room 101 384-6045
LB: Student Services Building, Room 146 386-6716
For questions email shs@mccd.edu.
Services include health and wellness education, basic healthcare services, over-the-counter medications, first aid, TB testing, pregnancy tests, free condoms, personal counseling, community resource guidance, and much more—all tailored to help you thrive during your college years.

Student Helpdesk
MC: Downey Center, 1st Floor 381-6514
Call 381-6565, Available 24/7
LB: Student Services Building, Room A107 381-6421
For questions email myhelp@mccd.edu.
Provides technical support for students including help with Canvas, Respondus, MC Portal, WebAdvisor, and Wi-Fi.

Student Success & Tutorial Center (SSTC)
MC: Downey Center, 1st Floor 384-6329
Mon-Thu 9:00 am-6:00 pm
Fri 9:00am-1:00pm
LB: Student Services Building, Room 109 381-6416
Mon-Thu 9:00am-2:00pm
For questions, email tutoring@mccd.edu.
SSTC and Los Banos Student Success Center offers free drop-in peer tutoring for most disciplines, faculty support in math and science and reading and writing across all disciplines, embedded counseling, and faculty librarians. The Center is also equipped with computers, printers, Wi-Fi, and charging outlets. Headphones, laptops, and calculators are available for check out. Print services are available, 20 free b&w copies per day.

Student Success Program
MC: Downey Center, 1st Floor 384-6177
For questions email studentsuccess@mccd.edu.
Oversees academic support services including: Student Success & Tutorial Center, Study Central, Embedded Tutoring, Library Services, and Student Success Workshops that cover a variety of topics supporting student success.

Umoja
MC: Student Union Building, Room 141 386-6790
The Umoja Program is open to all students and rooted in African and African American cultural traditions. Umoja fosters a sense of family, unity, and academic excellence by creating a supportive learning community where every student is valued, empowered, and inspired to succeed.

Veterans Resource Center (VRC)
MC: Student Union Building, Room 126 384-6161
For questions email vrc@mccd.edu.
Welcomes military, veterans, and family members wishing to further their education and encourages them to seek assistance through the (VRC). Staff are available to provide the paperwork and information necessary to establish eligibility. Other services include: computers, printing services, Lending Library (to borrow books), Veterans Education Counselor, Veterans Certifying Official, and networking opportunities.

Welcome Center
MC: Lesher Student Services Building,
1st Floor, Room 102 384-6089
LB: Student Services Building, Room A110 381-6429
Offers a wide array of students services to help new, continuing, and returning students. No appointments are necessary; walk-ins are on a first come, first serve basis. Merced Campus Welcome Center stops accepting students at 4:30pm.

mc_studentsuccess Merced College Student Success mctutoring

Developed by the Student Success Office
Downey Learning Resource Center, First Floor
(209) 384-6177

MC Programs & Services To Promote Student Success

Updated June 24, 2025

Special Programs

Rising Scholars

Currently Incarcerated

In partnership with Valley State Prison, Merced College launched the Rising Scholars program in Spring 2016. Our program's early days and initial successes demonstrated a need in our community to support students on their journey from incarceration to academia. In Fall 2017, we partnered with Central California Women's Facility to expand our program. In Fall 2025, we have partnered with Juvenile Hall and Alternative Schools to provide on-site instruction for our justice impacted youth. As of today, our Rising Scholars program offers over 35+ courses and serve 800+ students

Justice Impacted Students

The College offers support to justice-impacted students through our Rising Scholars program. Justice-impacted individuals include those who have been incarcerated or detained in a prison, immigration detention center, local jail, juvenile detention center, or any other carceral setting, those who have been convicted but not incarcerated, those who have been charged but not convicted, and those who have been arrested.

Rising Scholars Office/Locations

Merced College Rising Scholars Office

Bill & Dorothy Bizzini Interdisciplinary Academic Center: IAC Building B – Rising Scholars

Travis Hicks – Dean of Rising Scholars, (209) 381-6489

Dondi Lawrence – Director of Rising Scholars, (209) 384-6352

Janie Roberts – FT Program Assistant Rising Scholars, (209) 384-6399

Elizabeth (Liz) Yanez – PT Program Assistant Rising Scholars, (209) 384-6195

Yanira Anaya – FT Counselor Rising Scholars, (209) 386-6628

Kyle Connery– PT Counselor Rising Scholars, (209) 381-6478

Jennifer McBride – Faculty Coordinator Rising Scholars, (209) 384-6376

Central California Women's Facility (CCWF) – CDCR

Classes are held at Central California Women's Facility; located at 23370 Road 22, Chowchilla, CA 93610.

Iris Garrett Juvenile Justice Correctional Complex

Classes are held online at Merced College and in person at Iris Garrett Juvenile Justice Correctional Complex; located at 2840 W. Sandy Mush Rd., Merced, CA 95341.

Valley State Prison

Classes are held at Valley State Prison; located at 21633 Avenue 24, Chowchilla, CA 93610.

United States Penitentiary, Atwater

Classes are held at USP via Webex and in person at Camp in United States Penitentiary; located at 1 Federal Way, Atwater, CA 95301.

Online Learning at Merced College-Trident Innovation Center

The **Trident Innovation Center** exists to empower faculty and staff in navigating the evolving landscape of education. Our mission is to support innovation, improve systems, and equip educators with the tools and resources needed to lead transformative learning experiences.

We provide services in:

- Instructional design and course development
- Online and hybrid teaching support and DE Certification
- AI and emerging technology exploration
- Faculty exploring new models of learning such as Competency-based Education or Immersive learning such as the Dreamscape Learn lab. Learn more by visiting the Trident Innovation Center website.

Credit for Prior Learning (CPL)

Merced College recognizes that many students, especially adult learners, bring with them valuable knowledge and skills gained through life and work experiences. **Credit for Prior Learning (CPL)** allows students to earn college credit for demonstrated, college-level learning acquired outside traditional academic settings.

Students may be eligible for CPL if they have learning validated through:

- Military training and service
- Industry-recognized credentials
- State and federal government training
- Public service academies
- Apprenticeships, internships, or work-based learning
- Verified civic and volunteer experiences (e.g., Peace Corps)

CPL helps students **save time and reduce the cost** of completing a degree or certificate. Visit the CPL website for guidance on eligibility and petition processes.

Faculty Support & Resources

Instructional & Classroom Technology, walk-in assistance is available for:

- Canvas troubleshooting
- Multimedia content creation
- Classroom technology support

- Course design strategies for online, hybrid, and in-person instruction

Professional Development

Trident Innovation offers ongoing workshops and tailored training in areas such as:

- Inclusive teaching practices
- Competency-Based Education (CBE)
- Credit for Prior Learning (CPL)
- Artificial Intelligence in education

Remote Worker Lounge

Looking for a quiet space to work or collaborate? The Remote Worker Lounge includes:

- Cubicles and collaborative spaces
- Dual-monitor workstations
- Loaner laptops
- Printer access

Drop by to connect, create, or simply focus.

Faculty Recording Studios

Our professionally equipped recording studios are designed to help you create dynamic, engaging instructional content.

We offer:

- A green screen rooms
- A lightboard room for visual lectures
- Full editing support from our media team
- Let us take the hassle out of production. Use this Recording Studio Bookings Form to schedule a recording session or request a demo

Digital Accessibility Compliance

Digital Accessibility Compliance In accordance with Section 508 of the Rehabilitation Act of 1973, which requires accessibility of electronic and information technology used by federal entities, and 28 CFR § 35.200, all digital content and applications, whether created, used, or maintained by the institution or third parties must be accessible to individuals with disabilities.

This includes course websites, syllabi, assignments, learning management systems (e.g., Canvas), and mobile apps used for instruction, communication, or grading.

By April 24, 2026, institutions serving 50,000 or more must comply with WCAG 2.1 Level A and AA standards, unless doing so would fundamentally alter the service or impose an undue financial or administrative burden. In such cases, equally effective alternative access must be provided.

Constituent Groups

Faculty Responsibilities

Faculty have a responsibility to encourage academic honesty in their classrooms. In the absence of academic honesty, it is impossible to assign accurate grades and to ensure that honest students are not at a competitive disadvantage. Faculty members are encouraged to do the following:

1. Explain the meaning of academic honesty to their students.
2. Include information about academic honesty in their course syllabi.
3. Conduct their classes in a way that discourages cheating, plagiarism and other dishonest conduct
4. Confront students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner (see "Procedures for Dealing with Violations of Academic Honesty which follow).

Student Responsibilities

Students share the responsibility for maintaining academic honesty. Students are expected to do the following:

- Refrain from acts of academic dishonesty.
- Refuse to aid or abet any form of academic dishonesty.

Administrative Responsibilities

- Disseminate the academic honesty policy and the philosophical principles upon which it is based to faculty, students, and staff.
- Provide facilities, class enrollments, and/or support personnel which make it practical for faculty and students to discourage cheating, plagiarism and other dishonest conduct.
- Provide appropriate software and technology to identify students who have borrowed or downloaded essays and have claimed them as their own.
- Support faculty and students in their efforts to maintain academic honesty.

Classified Staff Responsibilities

- Support faculty, students, and administration in their efforts to make cheating, plagiarism and other dishonest conduct nearly impossible.
- Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty.

Participatory Governance

Academic Senate Committees and Task Forces

Academic Exceptions Committee - Approves or denies requests made by students through a petition process.

Curriculum Committee – Assumes responsibility for making recommendations in the areas of curriculum and academic standards.

Distance Education Committee - Acts under the direction of the Merced College Academic Senate as a subcommittee of the Curriculum Committee to support faculty and make recommendations to the Board of Trustees on all instructional matters regarding distance education at Merced College.

Equivalency Committee - Works to develop, recommend, and implement hiring procedures and policies which will ensure the quality of faculty members.

Executive Committee - Meets and takes provisional action between the regularly scheduled meetings of the senate.

Flex Committee – Seeks to fairly and accurately determine, based on the guidelines setforth by Title 5, the Chancellor's Office, and the Merced College Academic Senate, whether or not activities submitted by an individual faculty member has met the intent of the program.

Program Review Coordinator and Student Learning Outcome Coordinator- Solicits and provides support for evidence-based documentation from instructional programs and courses to assess effectiveness and identify areas for improvement.

Student of the Month Committee - Selects the student-of-the-month for September, October, November, February, March, and April.

Student Success Committee - Provides a place for shared planning for direct student support from the instructional and student services areas.

Participatory Governance Committees with Academic Senate Representation

Administrative Services Master Planning Committee - Promotes the College's strategic priorities by providing support for high-quality, cost-effective administrative services that support Merced College's mission while fostering a safe and engaging multicultural environment.

Budget Committee - Assists the Vice President of Administrative Services on matters pertaining to budget development.

Educational Master Planning Committee - Serves as the oversight committee for all Merced College master planning committees to ensure a student-centered focus in the District.

Equal Employment Opportunity Advisory Committee - promotes understanding and support of equal employment opportunity policies and procedures and assists in the implementation of the EEO Plan in conformance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for Plan revisions as appropriate.

Health & Safety Committee – Provides a venue to address safety issues and promote safety in all areas across campus.

Instructional Master Planning Committee - Provides direction and oversight for instructional planning, program review, and resource allocation.

Student Services Master Planning Committee - Provides broad oversight, advocacy, vision, and direction for all Merced College student services programs to help ensure student success.

Human Resources Council Committee - The Human Resources Council advises the Chief Human Resources Officer (CHRO) and supports the college by improving hiring processes, updating HR policies and procedures, and developing the Staffing Plan. The council includes representatives from management, faculty, classified staff, students, and employee associations, with the CHRO serving as chair. Members serve one-year terms, renewable as needed. The council meets bi-monthly during the fall and spring semesters and reports to the College Council. It also oversees the EEO Advisory and staff development subcommittees. An annual self-evaluation is conducted, and meeting documents are available online.

For further information, select the following link to the Merced College Participatory GovernanceHandbook.

Merced College Faculty Association (MCFA)

The Merced College Faculty Association (MCFA) is the exclusive representative of faculty employees in matters relating to employment conditions including but not limited to, wages, hours, and other terms and conditions of employment.

As a representative body the purposes of MCFA include:

- Developing group opinion on professional matters to speak with the district and its representatives.
- Providing the opportunity for study and action on problems of the profession.
- Striving to raise the standards for community college education.
- Representing ethnic-minority members.
- Promoting professional attitudes and ethical conduct among members.
- Encouraging cooperation and communication between the profession and the community.

Contact:
Megan Igo MCFA President
Megan.igo@mccd.edu
(209) 386-6704

Community College Association (CCA)

CCA is the higher education affiliate of the California Teachers Association (CTA), the largest and most influential professional association of educators in the state with 310,000 members. CCA has become one of the most powerful voices for community colleges at the state level, striving to improve the working conditions of our members and the quality of the community college system.

Nationally, CCA is affiliated with the National Education Association (NEA), the largest public employee association in the country with almost 3 million members.
The Academic Senate deals with all matters of academic and professional concerns not limited by law.

Faculty Governance and OrganizationAcademic Senate of Merced College

The Senate assumes primary responsibility for making recommendations to the Administration and Board of Trustees in the areas of:

- Curriculum
- Degree and Certificate requirements
- Grading policies
- Standards or policies regarding student preparation and success
- Policies for faculty professional development activities.

Responsibilities of the Academic Senate "10 + 1"

- Degree and certificate requirements
- Curriculum including establishing pre-requisites and placing courses in disciplines
- Grading policies
- Faculty roles and involvement in accreditation processing including self-study and annual reports
- Educational program development
- Standards or policies regarding student success
- District and college governance structures as related to faculty roles
- Policies for faculty professional development activities
- Processes for program review
- Process for institutional planning and budget development
- Others as mutually agreed upon.

Contact:
Caitlin Serpa
Academic Senate President
caitlin.serpa@mccd.edu
(209) 384-6348

Academic Senate for California Community Colleges (ASCCC)

Formed in 1970, the Academic Senate for California Community Colleges is a 501(c)6 nonprofit organization created for the promotion and advancement of public community college education in California. Its general purposes are:

- To strengthen local academic senates and councils of community colleges;
- To serve as the voice of the faculty of the community colleges in matters of statewide concern;
- To develop policies and promote the implementation of policies on matters of statewide issues;
- To make recommendations on statewide matters affecting the community colleges.

The Academic Senate gets its authority to strengthen local senates on California community colleges statewide from the California Code of Regulations Title 5 Section 53206, which says:

- An Academic Senate for the California Community Colleges has been established through ratification by local academic senates or faculty councils so that the community college faculty of California may have a formal and effective procedure for participating in the formation of state policies on academic and professional matters.

- The Board of Governors recognizes the Academic Senate of the California Community Colleges as the representative of community college academic senates or faculty councils before the Board of Governors and Chancellor's Office.

Human Resources

Our office is responsible for the administration of personnel functions for the District including recruitment, selection, employment processing, evaluations, employer/employee relations, policy development and interpretation, employee onboarding, training, and professional development. The Human Resources Office is also responsible for maintaining Equal Employment Opportunity (EEO) legal guidelines and Title IX compliance.

Location: Administration Building,
Merced Campus Monday- Friday: 8:00am to 5:00pm
Telephone: (209)386-610

Benefits

Please refer to the HR Benefits page and/or contact HR for further questions.

Leave

Please refer to the MCFA cba Article V for definitions and processes regarding faculty leave. Contact HR for any further questions about leave.

Deceased Person Notification

Purpose

In the event of the death of a Merced College student or staff member, the proper notification channels must be followed to respect the decedent's next of kin and to ensure that all the appropriate campus individuals have been contacted. This procedure describes how to make a notification.

Student Notification	Staff Notification
Contact: Admissions and Records Department **Contact Email:** admissions@mccd.edu **Phone:** (209) 384-6187	**Contact:** Human Resources Benefit Technician **Contact Email:** hr@mccd.edu **Phone:** (209) 386-6629

Student Notification

Notification of a student death requires an obituary or death certificate and should be directed to Admissions and Records at the email listed above.

Staff Notification

Notification of an employee death requires an obituary or death certificate and should be directed to Human Resources at the email listed above.

Release of Information

Questions on the release of information for deceased students should be directed to the Registrar at (209) 384-6188. Information about employees can be directed to the Human Resources Benefit Technician at (209) 386-6629.

This information will be posted on the Admissions and Records webpage: https://www.mccd.edu/enroll-at-merced-college/admissions-records/

Evaluations

Please refer to the MCFA cba Article IX for Evaluation and Tenure procedures. In addition, the evaluation timeline can also be found in the MCFA cba Appendix K. Contact your Dean for any questions regarding faculty evaluations.

Full Time Faculty

In accordance with the faculty agreement, evaluation frequency will be in accordance with Education Code 87663(a) relating to college faculty and evaluations.

- **Regular (Tenured) faculty**: regular faculty will be evaluated every third year. Evaluation of tenured faculty shall take place during the spring semester. Evaluation may take place during the fall semester with mutual agreement.
- **Contract (Non-tenured, tenure track) faculty** and temporary (long-term/one year) faculty: All contract and temporary faculty shall be evaluated in their first year of employment. Contract faculty shall be evaluated at least once a year for four (4) years, unless tenure is granted earlier. Evaluation of contract (non-tenured, tenure track) faculty and temporary (long-term/one year) faculty shall take place during the fall semester.

Part Time Faculty

- **Temporary (Adjunct) faculty**: Temporary faculty shall be evaluated in their first year of employment and thereafter at least once every six (6) regular semesters.

Organizational Chart

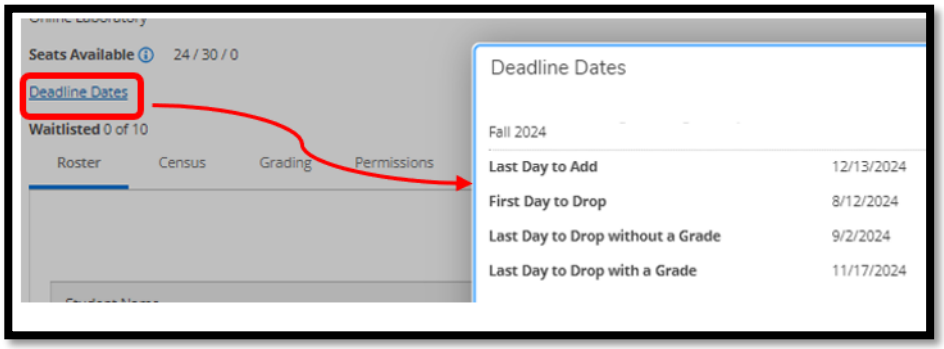
Visit the Merced College Website to view the current Office of Instruction Organization Chart, found on the Office of Instruction webpage.

District Calendar

Visit the Merced College Website to view current and past Academic Calendars.

Important Dates & Deadlines

- Visit the Merced College website to view Important Dates & Deadlines.
- Section Deadline Dates can be found on each section in the Faculty Overview



FLEX Dates

The Flexible (FLEX) program consists of staff development activities "in-lieu-of" regular instruction.

FLEX activities can be, but are not limited to, training programs, group retreats, field experiences, and workshops in activities such as course and program development and revision, staff development activities, development of new instructional materials, and other instruction-related activities. At Merced College, two noninstructional days are scheduled each semester for faculty to attend FLEX workshops. A calendar of FLEX courses will be available in advance. Information on activities for FLEX days may be obtained from the FLEX Coordinator. Regular faculty have a 24-hour FLEX obligation for the academic year, and temporary faculty can be paid for a maximum of 3 hours of FLEX. For more information on FLEX for faculty, click on Merced College FLEX on the Faculty/Staff homepage.

MERCED COLLEGE