

Moreno Valley College

Office of Instruction
16130 Lasselle Street
Moreno Valley, CA 92551
T: (951) 571-6164
<http://www.mvc.edu/depts/doi-staff.cfm>



Important Dates

January 9

Census Report due

February 9

Winter session ends

February 14

Grades are due

Welcome to the Winter 2017 term!

This document contains resource information and announcements that I hope will be helpful to you and your students this Winter Session. You will find contact information for the Dean of Instruction Staff and contact information for several of the support services at the college. As an instructor, I would attached the **Moreno Valley College Student Programs and Support Services** handout that I created to my syllabi. It is meant as a resources for students so they can find the support they need to be successful.

The Office of Instruction is working hard to support you and your students. We are in SAS 319. Stop by anytime

The Office of Instruction Team

AnnaMarie “Ree” Amezquita , Interim Dean of Instruction	(951) 571 - 6242
Sandra Maciel , Administrative Assistant III, Instruction	(951) 571 - 6163
Jennifer Cruz , Administrative Assistant II, Basic Skills and Transformation Grant	(951) 571 - 6210
Eric Pacheco , Customer Service Clerk (After 3pm)	(951) 571 - 6164
Sabina Fernandez , IDS, Math Department and Natural Sciences and Kinesiology Department	(951) 571 - 6125
Peggie Negrete , IDS, Communications Department	(951) 571 - 6325
Sabean Scott , IDS, Humanities, Arts, and Social Sciences	(951) 571 - 6134

Important Announcement

Email your syllabus to syllabusMVC@mvc.edu ALL syllabi need to be emailed to this address.

Supplies: Whiteboard markers, erasers, and other instructional and office supplies are available in SAS 317.

Final Exams: During the winter term, final exams must be conducted during regular class hours.

Safety: For emergencies, please call 911. From a campus phone, you do not need to dial a 9 to get an outside line, although that will also work (i.e. 9-911 also works).

Checklist for Winter 2017 Faculty

FOR THE FIRST DAY: (all of these are completed using WebAdvisor)

- Print a roster of all students enrolled in class
- Print a list of authorization codes: students who are not on your roster as of the first day of class will need an authorization code to register for the course. Be sure students understand that the codes expire on the last day to add.
- After class, drop students who did not show the first day

AT THE END OF THE TERM:

- File the census roster within 5 calendar days of the census date using WebAdvisor
- Submit grades within 5 calendar days after class ends using WebAdvisor
- Submit attendance and supporting grading documentation to your IDS

Faculty absences and canceling class

If you are absent and must cancel class for the day, please do all of the following:

1. Call your IDS and leave a message. If nobody is available after 3 PM, call (951) 571-6164 and speak with Eric Pacheco, our Customer Service Clerk or leave a message.
2. **If your class meets prior to 8am**, please ALSO contact College Safety and Police at (951) 222-8171 and ask them to post a class cancellation note on the door.
3. It is highly recommended to contact your students and provide instructions to your students about what to do in your absence. Some students travel an hour or more to attend class; they are unhappy when they make the trip for naught. Some faculty have suggested using the free "Remind" app as a safe way to send messages to your students from your cell phone without revealing your cell phone number to your students.
4. Sign an absence affidavit when you return to MVC. Forms are available on the intranet, in the faculty workroom in SAS 317, and through your IDS.

Mailroom/Copy Center

**Monday-Friday
7:30 AM – 4 PM**

Photocopies

The copy center is located in the Mail Room. Photocopy orders may be submitted to the copy center using a form available in the copy center or by email to copyrequests@mvc.edu. All copies made in the copy center will be double sided. Please allow a two (business) day turnaround for submitted copy orders.

If you are an MVC faculty member that teaches only in the evening after the mailroom closes at 4 pm, please know that you can pick-up your mail in SAS 317. Please email Christina Leon christina.leon@mvc.edu if pickup after 4pm was not set up for you.



Important Announcements

Requesting a substitute

If you believe a substitute is needed to provide instruction during your absence, please contact your dean via email to make such a recommendation and provide a brief reason.

For assistance using WebAdvisor

Use the WebAdvisor tutorials or contact the Computer Helpdesk: helpdesk@rcc.edu or (951) 222-8388.

Classroom Furniture and Equipment

If you have a student who does not fit into the desks available in your classroom, please ask your student to contact the Disability Support Services in LIB 230 or at (951) 571-6138 to request an accommodation, even if the student is not disabled.

Moreno Valley College
Student Programs and Support Services

Career and Transfer Center			
Mission	Location	Phone Number	Website
Assists students in achieving their academic and career goals	Student Services 301	(951) 571-6205	www.mvc.edu/services/ctc/
Computer Information Systems Lab			
Mission	Location	Phone Number	Website
Our computer labs have the latest in industry-standard software programs. Supported devices are CD/DVD drives, USB and multimedia ports.	Science and Technology 151	(951) 571-6127	www.mvc.edu/academicdepts/cis.cfm
Counseling			
Mission	Location	Phone Number	Website
Guidance in career planning, evaluation, academic choices, and direction	Student Services 301	(951) 571-6104	www.mvc.edu/services/courseing/
Disabled Student Services (DSS)			
Mission	Location	Phone Number	Website
Provides appropriate, comprehensive, reliable and accessible services to students with documented disabilities who request such services	Library 230	(951) 571-6138	www.mvc.edu/services/dsps/
EOPS/CARE			
Mission	Location	Phone Number	Website
Provides academic support services for financially and educationally disadvantaged students	Student Services 303	(951) 571-6253	www.mvc.edu/services/eops/
Foster Youth Support Services			
Mission	Location	Phone Number	Website
Serves foster youth as they pursue their education	Student Services 303	(951) 571-6110	www.mvc.edu/services/fyss/
Honors Program			
Mission	Location	Phone Number	Website
Academic program for students interested in taking honors courses	SAS 333	(951) 571-6319	www.mvc.edu/academicprograms/honors/
Library			
Mission	Location	Phone Number	Website
Supports the educational mission of the Moreno Valley College through information literacy, equitable access to high quality, appropriate information sources, and adequate library facilities to ensure the educational needs of the community it serves.	Library	(951) 571-6356	mvc.edu/library/
Puente Program			
Mission	Location	Phone Number	Website
An academic preparation program that improves the college-going rate of tens of thousands of California's educationally underserved students	Student Services 303	(951) 571-6240	www.mvc.edu/services/puente

UMOJA Program			
Mission	Location	Phone Number	Website
Dedicated to increase the number of underserved students who enroll in our institution, earn their degrees, transfer to four-year colleges or universities, and return to the community as leaders and mentors to future generations	Student Services 306	(951) 571-6446	www.mvc.edu/services/rsp/
STEM			
Mission	Location	Phone Number	Website
Supports students interested in pursuing Science, Technology, Engineering and Math	Science & Tech 151	(951) 571-6363	https://mvcstemssc.com/
Student Activities			
Mission	Location	Phone Number	Website
Offers students opportunities to become involved in campus life, whether joining student government or becoming a member of campus clubs	Student Activities Center	(951) 571-6105	www.mvc.edu/services/asmv/
Student Employment			
Mission	Location	Phone Number	Website
Dedicated to provide students with meaningful work experience aimed at enhancing college and career goals, while providing supplemental financial support	Student Services Building, 2nd Floor, Window #3	(951) 571-6252	www.mvc.edu/services/se/
Student Financial Services (SFS)			
Mission	Location	Phone Number	Website
Strives to assist students in reaching their educational goals by providing information and applications for financial assistance programs	Student Services 200	(951) 571-6139	www.mvc.edu/services/sfs/
Student Health and Psychological Services			
Mission	Location	Phone Number	Website
Provides a caring place where health education and services is available to improve student retention and success in college.	Parkside Complex 6	(951) 571-6103 or (951) 571 – 6147	www.mvc.edu/services/hs/
Tutorial Services			
Mission	Location	Phone Number	Website
Provides a learning environment to students seeking academic support. The staff strives to help students better prepare for classes and develop the skills necessary for a successful college career	SAS 206	(951) 571-6167	www.mvc.edu/services/ts/
Veterans Resource Center			
Mission	Location	Phone Number	Website
Assists veterans, active duty military members and their dependents in obtaining and utilizing their VA educational benefits	Parkside Complex 13	(951) 571-6247	www.mvc.edu/services/veterans/
Writing and Reading Center			
Mission	Location	Phone Number	Website
Supports learning in reading and writing for all registered Moreno Valley College students at all levels and at any stage of the writing process	Humanities 222	(951) 571-6128	http://www.mvc.edu/academic/depts/comm/wrc/

