

To: All MiraCostans
From: Dick Robertson, Vice President of Student Services
Date: January 7, 2013
Subject: Useful Information

Assisting Veterans

MiraCosta has over 1200 veterans and their dependents enrolled in classes this fall semester. In addition, there are many active duty military service members enrolled. Many of the veterans have served in Iraq and/or Afghanistan and have faced the challenges of war. Some are physically disabled and many are experiencing the effects of post-traumatic stress disorder. MiraCosta is providing support for veterans to secure GI Bill benefits in Building 3300, has created a Veteran's Information Center in Building 3000, has hired peer advisors to assist veterans with the transition to civilian and academic life, and has dedicated a full time counselor to assist veterans with academic planning.

It is my hope that all faculty and staff members will be sensitive to the needs of veterans and will support them in achieving their educational goals. Faculty members can work with veterans so that they feel comfortable in classroom environments, allow absences when veterans have urgent appointments with Veteran's Administration medical professionals (V.A. medical appointments cannot be easily changed and when they are they are usually scheduled two or more months out), and contact me (cell phone 760-560-7953), Veteran's Counselor, Nancy Diaz (extension 6774), or Gilbert Hermosillo (extension 6893) when uncertain about how to handle a situation. For active duty military folks, please try to assist them in maintaining enrollment when deployed for short periods of time during the semester.

Assisting Students with Disabilities

MiraCosta serves over 900 students with disabilities. Many of those students are entitled to reasonable academic accommodations. It is our responsibility to provide appropriate accommodations to qualified students and to do so without making them feel that they are an inconvenience or burden. If a student seeks

accommodations to which you doubt he or she is entitled, please call the Office of Disabled Student Programs and Services (DSPS) at extension 6658 for clarification of student rights and faculty and staff responsibilities. Students who are authorized to receive accommodations will present a memo to you from DSPS, and you will also receive email communications about certain services in the classroom, such as note takers, sign language interpreters and captioners.

It is never appropriate to discuss a student's disability in a classroom or public setting. Please discuss disability issues privately and respectfully.

Class Roster Information

Faculty members, please clear your class rosters promptly by dropping no-shows and non-attendees, so students are not listed incorrectly. If you allow students to crash a closed class, please issue a permission number and be sure to remind the student that he or she will not be officially enrolled until enrollment is completed and payment made. Please note that no student is permitted to continue attending class unless he or she is enrolled and on the official class roster. Permission numbers must be issued and used no later than the add deadline for a particular class. Permission numbers will expire after that deadline.

Wait Lists

Though wait lists are no longer technically in effect on the first day of classes, it is appropriate to consult your wait list when determining which students can be admitted to your class. It is very frustrating to students, who are wait-listed and show up at the first class meeting, to be told that a lottery or some other means will be used to determine who will be admitted to the class. Please consider adhering to the wait list when adding students to your classes.

Campus Security and Safety

On December 17, 2012, President Rodriguez sent a message to all MiraCostans, which outlined procedures to follow in the event of an active shooter incident or other campus emergencies. A copy of that message is attached to this email, along with a copy of the MiraCosta Faculty and Staff 911 document, which

includes contact information for administrators who can answer questions and address concerns related to campus security. All MiraCosta spaces equipped with telephones can be reached through an automated communication system. In the event of an emergency, campus police and/or the Office of Public Information will provide directions via that automated system.

The MiraCosta College Clery Act 2012 Campus Safety and Security Report is available on line at the following url:

http://www.miracosta.edu/student-services/police/downloads/safety_report.pdf

MiraCosta College provides escort service to and from parking areas for staff and students. Call the Campus Police at extension 6640 for more information about this service.

Campus Police Information

1. MiraCosta campus police officers are fully certified, armed officers who have the authority to enforce state and federal laws and, when necessary to make arrests. Their primary purpose is to protect students and staff and their property. If faculty, staff, or students violate traffic laws, they may be stopped by campus police officers and, in some serious violation cases, cited. Please observe on campus property all the rules you must observe when driving everywhere else.
2. There have been several instances of theft of personal property at all MiraCosta sites. Please do not leave wallets or purses unattended, even for a moment. Please remind students that they should never leave personal belongings or textbooks unattended. Please lock office doors when departing.
3. In all emergency situations, please use the red button on the telephone in offices or classrooms, or dial 6911, or use a cell phone to call 760-795-6640. The campus dispatcher will send assistance in all situations, including medical emergencies.
4. Campus police supervise an escort service for faculty, staff, and students. If you or someone you know is uncomfortable about walking to a vehicle or from building to building, contact campus police at extension 6640 from

any campus telephone to get escort assistance.

Student Discipline

MiraCosta policies regarding student discipline and student grievance rights have been revised. Current policies can be found on the college web site under the Board Policies and Procedures section, <http://www.miracosta.edu/officeofthepresident/board/policy.html> . Please look for Board Policies 4231 (Grade Changes) and 5500 (Standards of Student Conduct), and accompanying Board Procedures 4231, 5500, 5520, and 5530. These policies and procedures delineate the student conduct requirements at MiraCosta and the processes for students to file complaints. I am always willing to consult with you about student discipline issues and I can be reached day or night at 760-560-7953.

There are times when students behave in a manner that faculty and staff members might find threatening. In those instances, please seek assistance from the folks responsible for student discipline at the three MiraCosta sites:

At Oceanside – Dick Robertson, Vice President of Student Services - Campus Phone 760-795-6898, Cell Phone 760-560-7953

At San Elijo – Nikki Schaper, Associate Dean of Student Services – Campus Phone 760-634-7806, Cell Phone 805-657-6055.

At Community Learning Center, Alketa Wojcik, Dean of Behavioral Sciences, History, and Community Education – Campus Phone 760-795-8701, Cell Phone 760-458-3064.

Tobacco Free College

MiraCosta is a completely tobacco free college. That means use of tobacco products at any of the three college sites is prohibited. Students and staff members may smoke only in their own vehicles, but smoking is not permitted anywhere else, including in parking areas. Faculty and staff members are encouraged to politely inform students that smoking is not permitted.