SB CC

SANTA BARBARA CITY COLLEGE

Instructor Handbook
Updated December 2012

DE – Dual Enrollment

DE - Dual Enrollment Instructor Handbook

CONTENTS

**SB
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SANTA BARBARA CITY COLLEGE

Dual Enrollment
Instructor Handbook

Welcome to our program!

It is a pleasure to be working with you in this exciting endeavor to provide quality education while linking secondary and post-secondary education. The purpose of this Handbook is to provide you with general information and to serve as a reference guide for Dual Enrollment policies and procedures.

K-12 students have always attended SBCC on-campus courses as "Special Admit" students with permission from the students' high school and counselor. The high school campus Dual Enrollment Program was established in 1999 as an effort to encourage a greater number of high school students to enroll and earn college credit while still in high school, thereby reducing subsequent college expenses and broadening their academic opportunities at their own high school campus. We believe that participation in Dual Enrollment classes may ease the transition from high school to college and encourage local students to pursue post-secondary education who might not otherwise do so. This program is a true win-win for the high school, SBCC, parents, and most importantly for students.

This Instructor Handbook is intended for use by those teaching SBCC classes at high school locations.

SBCC is guided by the following core values:

1. A commitment to excellence in all that the college undertakes;
2. A focus on students in determining policies, practices and programs;
3. A commitment to faculty and staff collaboration and collegiality; and
4. An environment that is both psychologically and physically supportive of faculty, students and staff.

With these principles in mind, we welcome you to the Dual Enrollment Program! We want to work collaboratively with you so that our students can succeed in the seamless transition from high school to college.

QUICK CONTACT REFERENCE

Diane Hollems, Ph.D.
Dean, Educational Programs
(805) 683-8281
hollems@sbcc.edu

State Program Policies
Ed. Code
Program History & Logistics
Executive Management of Program
Budget & Finances
HS Superintendent Liaison
SBCC Dean for the DE Program and
liaison to other division deans
Dual Enrollment Program Founder

Lauren Wintermeyer, Ed.D.
Coordinator, Dual Enrollment
(805) 730-3020
lawintermeyer@sbcc.edu

New Course Requests
Class Scheduling
Articulation & Curriculum Meetings
Archival of Meeting Minutes
Articulation Agreements
HS Payment Memos
Data & Statistics
CTE Transitions & SB 70 Grants
HS Principal Liaison
SBCC Department Chair Liaison
HR Liaison & Instructor MQs
Assessment Liaison
Textbooks

Jesus Vega, M.A.
Program Advisor, Dual Enrollment
(805) 730-4759
vega@sbcc.edu

SBCC/HS Teacher Liaison
Student & Parent Liaison
HS Counseling Liaison
Student Enrollment Process
DE Outreach & Recruitment
SBCC Admissions & Records Liaison
Enrollment Deadlines
Drops, Adds & Grades
Primary contact for on-campus DE

Visit our website at www.sbcc.edu/dualenrollment

DE = Dual Enrollment

Section I:
Adjunct Faculty
Responsibilities

ADJUNCT FACULTY RESPONSIBILITIES

HIRING AND COMPENSATION

HIGH SCHOOL INSTRUCTORS:

If you are requesting a Dual Enrollment class, and you will be teaching that class during the regular school day, here is what applies to you:

1. You must meet state Minimum Qualifications in order to be an SBCC Instructor of Record. What does that mean?

    a. In most cases, you will need a master's degree. We need photocopies of your transcripts.

    b. Because you work for the school district, we know that you have been fingerprinted and have had a TB test.

    c. You must complete the SBCC personnel online application form and submit it to the SBCC Human Resources Office. The DE Student Program Advisor will give you directions for accessing the site.

2. How will you get paid?

    a. We pay the district $500 per unit for the class you are teaching with the understanding that the first $500 will go to you (based on enrollment of 20-- enrollment of less than 20 will be pro-rated). The funds are sent to your high school district office. You should be paid your stipend in February and in June.

    b. The rest of the per-unit funds are disbursed at the discretion of your high school principal. Sometimes, special arrangements have been made with your principal for textbooks, other materials, or if your enrollments are below 20 students. **If your enrollments are low, we will prorate our payment to the district based on the number of students who are SBCC-enrolled in your course.** You will always get your stipend, though it will also be pro-rated.

    c. In order to receive your complete stipend, you must sign and adhere to the expectations set forth on the Instructor MOU (please refer to page 7 for a sample MOU). If you do not fulfill the criteria of the MOU, your stipend will be reduced accordingly.

SBCC - PAID INSTRUCTORS:

In most cases, you will be teaching either before or after the regular school day. Here is what applies to you:

1. If you are not already employed with SBCC, you will need to fill out the online personnel application with Human Resources. If you need assistance, contact the DE Student Program Advisor at (805) 730-4759.

2. Complete the application, W4 information, provide original transcripts, two sets of fingerprints -- one for SBCC and one for the high school, and get a TB test. The TB test can be taken at the Health & Wellness office in the Student Services Building, Room 170.

3. Your employment information must be completed before a payroll authorization form can be generated so that you can get paid!

SBCC-PAID INSTRUCTORS TEACHING AT THE HIGH SCHOOL CAMPUS:

MAINTAINING HIGH SCHOOL RECORDS: The high school will have separate attendance records, forms and grades that will need to be completed according to the deadlines and specifications of the high school. Students are required to attend school on a daily basis and should see the Attendance Office if they are late or absent. Students are not allowed to leave class early unless they have written permission from the Attendance Office. The High School Registrars Office will communicate with you regarding their deadlines and document management process. Also, each High School has their own instructor evaluation process and the High School Department Chair or Principal will keep you abreast of this process.

START/END DATES & HOLIDAYS: Each high school maintains a separate calendar that does not coincide with the SBCC Calendar. The Dual Enrollment Office will provide you with a High School calendar. You will be teaching according to the High School calendar and will be compensated for additional instructional minutes above and beyond what you would teach at SBCC for the same course. Contact the Dual Enrollment Coordinator at (805) 730-3020 for additional information.

BATHROOM PASS/PERMISSION TO LEAVE CLASS: Please remember that unlike the student population at SBCC, high school students must have permission to leave your class to go to the restroom, library, etc. You will receive an orientation prior to teaching at the high school campus and will be instructed on the specific guidelines at the high school.

DICIPLINARY ACTION: It is important that students understand that they are receiving college credit for your Dual Enrollment course and that you have high expectations of them. No behavior problems should be tolerated and any student with disciplinary issues should be referred to the Principal's Office.

PROCEDURE FOR REPORTING FACULTY ABSENCES:

According to district policy #2022.51: "A contract or regular faculty member who is absent from work because of illness or injury any day during the basic five-day work week shall report the absence to the Office of Educational Programs and shall have deducted one (1) day of accumulated illness leave for each 'full day' of absence reported. The absence shall be reported whether or not the instructor is scheduled to teach. When a contract or regular faculty member teaches part of a day, that day will be counted as a 'full day' of teaching and no illness leave will be deducted; a full day absent will be counted as one (1) day of illness leave."

The Academic Senate recognizes the obligation to provide instruction consistent with the schedule of classes. In the event of a faculty absence, every effort will be made to properly notify students and colleagues and to obtain a qualified substitute. To ensure consistency in the procedures used by certificated faculty in reporting absences, the following procedures will be used by certificated faculty to report absences.

1. When an absence is planned (e.g. surgery, personal necessity), the faculty member is expected to notify the Department Chair and the dean in advance of the absence to make arrangements for covering classes and/or other duties.
2. When an absence is unexpected, the faculty member is required to call the Office of the Executive Vice President for Educational Programs to report an absence from one or more classes, at least one hour prior to the individual's first class.
3. If a qualified substitute cannot be identified, the Office of Executive Vice President for Educational Programs (or designee) will be responsible for having a notice posted that the class is cancelled.
4. The appropriate dean, Department Chair and payroll will be notified of the absence by the Office of Executive Vice President for Educational Programs.
5. The faculty member is expected to "call in" each day during a period of absence unless it is known and reported, in advance, that the individual will be absent for a specified number of days.
6. Absence Forms for an entire day of cancelled classes are forwarded to Payroll. Absence Forms for canceling one or more, but not all of a faculty member's classes on a given day, will be kept on file in the Area Dean's office.
7. In departments where there are special procedures for reporting absences, faculty members are expected to follow those procedures in addition to notifying the Office of the Executive Vice President for Educational Programs.
8. Prior to participating in an off-campus college-approved activity (e.g. conferences, field trips, site visits), faculty members must submit a Travel and Conference Request Form and obtain approval from the appropriate dean. Participation in approved off-campus college activities is not considered an absence, however, approved Travel and Conference Forms must be on file to ensure that a substitute is obtained and the faculty member is covered under the college's accident liability insurance.
   Approved : Academic Senate 4/15/98

For any short-term absence, a **Certificated Employee Absence Report** (see following page) must be submitted to the Area Dean. If you need to report an absence, please contact the office of the Executive Vice President at (805) 965-0581 ext. 2579.

For additional questions regarding teaching at the high school campus, please contact the Dual Enrollment Coordinator at (805) 730-3020 or the DE Student Program Advisor at (805) 730-4759.

CERTIFICATED EMPLOYEE ABSENCE REPORT FORM - SAMPLE

SANTA BARBARA CITY COLLEGE
CERTIFICATED EMPLOYEE'S ABSENCE REPORT

Name: _____   Department: _____   ( ) Contract   ( ) Part-time

Date(s): M T W TH F _____   Total Days: _____ **OR** Total Hours: Lec _____   Lab _____

Reason for Absence:

( ) Illness   ( ) Personal Necessity**

( ) AB 109: child ( )   spouse ( )   parent ( )   illness (check one)   ( ) Jury Duty*

( ) Bereavement***   ( ) Authorized Leave**

( ) Industrial Accident

*If **Jury Duty**, please give Jury Duty check to cashier in the Student Services Building, Room 150.

If **Personal Necessity or **Authorized Leave**, please state reason. _____

***If **Bereavement Leave**, please state relationship of deceased. _____

(If Bereavement Leave, please check one of the following: In State [ ] Out-of-State [ ])

Personal Necessity Leaves should be approved by the Division Dean in advance when possible [District Policy Section 2022.8].
For office use only.   ( ) **REQUEST APPROVED WITH PAY**   ( ) **REQUEST APPROVED WITHOUT PAY**

Submitted by _____   Approved by _____   Date _____

SUBSTITUTES MUST BE APPROVED FOR PAYMENT BY A DEAN.

(Account number 10.11.4072.134000.601100.000.0000)

Instructor _____   Class _____   Date _____   Lec Hrs _____   Lab Hrs _____

Instructor _____   Class _____   Date _____   Lec Hrs _____   Lab Hrs _____

Instructor _____   Class _____   Date _____   Lec Hrs _____   Lab Hrs _____

Approved by Dean _____   Date: _____

BS/mej/Nov 2006

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SANTA BARBARA CITY COLLEGE

MEMORANDUM OF UNDERSTANDING

Dual Enrollment Adjunct Instructor Stipends

Requirements:
1. Mandatory attendance at annual Instructor Workshops
2. Mandatory attendance at Annual (or bi-annual) Articulation Meetings
3. Enrollment Facilitation:
   a. Check all applications for completion and signatures and attach high school roster to application packet
   b. Check college and high school rosters at times notified by Dual Enrollment Office for accuracy and notify the Dual Enrollment Office of any discrepancies
   c. A notification will be sent when enrollment is complete. You will need to verify your roster(s) and respond to the email within a week confirming that there are no discrepancies. Any student omissions or drops will not be corrected after this date.
   d. Adhere to SBCC add/drop deadlines as they pertain to specific dual enrollment courses (based on individual high school calendars)
4. End of Term Reporting:
   a. Complete any Moodle instruction by the end of the SBCC semester
   b. Submit course grades and positive attendance hours in Pipeline
   c. Report Course Student Learning Outcomes (CSLOs) in eLumen at the end of each semester
   d. Submit evidence of grades and attendance to Dual Enrollment Office or Admissions and Records Office. Evidence of grades will demonstrate how your students earned their grade.

High School/ROP-funded Instructors:
- A $500 per course stipend will be paid at the end of the semester
- Stipends are pro-rated for enrollment less than 20
- If the above requirements are not met, a 25% deduction will be made for each of the four categories above
- Stipends are processed prior to the end of the current semester; therefore, deductions may be made on your next stipend.

I have read and understand the above MOU requirements:

_____

Signature   Date

_____

Print Name

Section II:
Course Requirements

COURSE REQUIREMENTS

INSTRUCTIONAL RESPONSIBILITIES:

- At the beginning of each semester, prepare and distribute current course syllabi to the students in each class taught. Such syllabi shall be consistent with the CAC-approved course of study outline (http://curr.sbcc.net/Departments.htm) and should include, as applicable, an outline of course objectives and requirements (exams, assignments, written work, field trips, etc.), grading policy, course content, student learning outcomes, and any specific rules or expectations of the instructor.
- Present course content according to a planned schedule and consistent with CAC approved course outline.
- Begin and end scheduled classes on time.
- Instruct and/or supervise students during all class times.
- If ill, unavoidably detained, or engaged in approved professional, departmental, or college business, make reasonable efforts to ensure continuity of course coverage by arranging for a qualified substitute or by other means.
- Establish and consistently enforce appropriate classroom rules and procedures.
- Administer exams or other assessment tools consistent with course objectives.
- Return graded materials, with appropriate feedback, in a timely manner.
- Maintain accurate records of students' grades.
- Assess and report Student Learning Outcomes.
- Submit records of grades, student attendance, textbook orders and other required reports to designated campus officials in a timely manner.
- Select textbook and other course materials consistent with the CAC approved Course Outline of Record, and as appropriate, in consultation with the instructor's department, program, or disciplinary colleagues, for each of the classes taught, and regularly update such materials.

PURCHASING TEXTBOOKS:

Upon approval of the college text that will be used in your course, each high school may choose its own method of handling textbooks. Some high schools prefer to refer students to the SBCC Bookstore (or online at http://www.sbccbooks.com) to purchase their own textbooks. Others prefer to work with the Dual Enrollment Office to bulk order textbooks that then belong to the high school. Please contact the Dual Enrollment Coordinator at (805) 730-3020 to discuss this option.

ASSESSMENT

CLASSES REQUIRING ASSESSMENT: All Dual Enrollment mathematics and English classes require SBCC assessment placement. High school students are required to take the SBCC assessment test to determine appropriate placement for their knowledge base.

WHEN AND WHERE DO STUDENTS ASSESS: The SBCC Assessment Office offers high school students the opportunity to take the mathematics and English assessment test on-site at the high school campus each spring semester.

Carpinteria High School – English assessment only
Dos Pueblos High School – English and mathematics assessment
San Marcos High School – English and mathematics assessment
Santa Barbara High School – English assessment only

The test taking dates will be advertised in advance and high school instructors and counselors will be informed prior to testing taking place. High school students are encouraged to take the assessment test at that time. However, if they are not able to attend this testing session in the spring, they can make an appointment with the Assessment Office and take the test at SBCC prior to the start of fall semester. Computerized assessment is available as well as on-campus group testing sessions. Students must check with the Assessment Office for the dates and times of both on and off campus assessment options.

Assessment Department
Santa Barbara City College
721 Cliff Drive
Santa Barbara, CA 93109
(805) 965-0581, ext. 2349
http://www.sbcc.edu/assessmentcenter

OTHER WAYS TO DETERMINE PREREQUISITE ELIGIBILITY: A student who has taken the SAT or AP test should contact the Assessment Office to determine if their SAT or AP scores will qualify them for a particular mathematics or English Dual Enrollment class. Proof of test score will be required.

Contact the Dual Enrollment Coordinator or Student Program Advisor if you have additional questions regarding assessment.
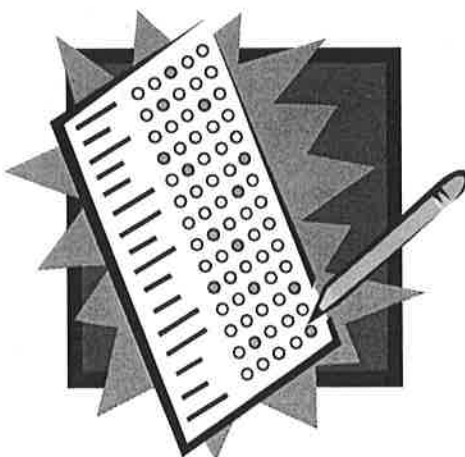
SBCC K -12 APPLICATION PROCESS

Prior to the start of each semester, a Dual Enrollment staff member will contact you to explain the student class enrollment procedure. A program representative will come to your class during the first or second day of your class (dates and times will be prearranged with you). The program representative will conduct a brief Dual Enrollment student orientation session and bring a packet of enrollment materials with them. This packet will contain Dual Enrollment applications and approval forms. Each student must complete an application and an approval form in order to receive SBCC credit. The following details will help answer your questions regarding the Dual Enrollment application process and approval forms.

SBCC has a special admission application for high school program students. It has been designed so that the state-required elements are included. These elements are:

> **New students must complete an enrollment application** which is required of each high school Dual Enrollment Program participant. Please note that returning high school students that have not had a break in attendance and have already completed an enrollment application only need to complete the Approval form. Not enrolling in Dual Enrollment classes during summer session does not constitute a break in attendance. New students must also complete an Approval form in addition to the application.

> **Student demographic information** such as name, address, phone, date of birth, **Social Security Number**, and citizenship.

> **Statement of legal residence** is required to determine if a student has met the one-year prior to the start of the semester California residency requirement in order to be eligible to attend with no tuition.

> **U.S. citizenship or legal alien status** is also required to determine if the student is of a status that allows him/her to attend with no tuition. Students' whose status is either a temporary or permanent resident must provide the **issue date** and alien number on the application. In order to attend with no tuition, the issue date must be at least one year prior to the start of the semester. If you have undocumented students, please contact the DE Coordinator at (805) 730-3020 or the Student Program Advisor at (805) 730-4579.

> **Signatures** are required from: (1) A **parent** for all students under 18 years of age, (2) the **student,** and (3) their **high school counselor/principal**.

> **Other information** such as transfer plans, primary language, and veteran's status should be easily completed by your students.

> **Section number and course name** must be recorded on the approval form in order for students to be enrolled in your class.

> **NO Fees** are charged for high school students enrolling in SBCC classes on their high school campuses. High school students who enroll in SBCC classes on the college campus have enrollment fees waived, but they do have to pay the Transportation, Health and Parking fees.

THE K-12 APPLICATION PROCESS – Continued

Applications must be reviewed for completeness prior to submitting them to SBCC. Look for two things:

1) Are all the blanks on the application complete and legible?
2) Are all three signatures complete?

KEEP INCOMPLETE APPLICATIONS: Since you have direct contact with the students, it is easier for you to obtain missing information. If students are unsure of how to complete their application and/or approval form, you may direct them to the "how-to" videos on our website: www.sbcc.edu/dualenrollment

COLLECTION OF APPLICATIONS: The Dual Enrollment Student Program Advisor, will work with you so that you are aware of the application deadline. Also, the Dual Enrollment Program has an in-box at each of our local high schools.

RECEIVED APPLICATIONS: Our Student Program Advisor and support staff will check received applications for completeness. Incomplete applications will be sent back to you. Complete student applications will be forwarded to our Admissions & Records Office for official enrollment in your class.

SANTA BARBARA CITY COLLEGE
DUAL ENROLLMENT APPLICATION FOR ADMISSION

Term Applying For:

☐ Summer ☐ Fall ☐ Spring 20___ ___

Full Legal Name:

Last Name _____

First Name _____

Middle Name _____

Previous Name on Academic Records: (Full Legal Name)

_____

_____

Personal Information:

Social Security Number: __ __ __-__ __-__ __ __ __

Date of Birth (MM/DD/YYYY) _____

Gender M ☐ F ☐

Email Address _____

Mailing Address:

Street Address _____

City _____

State _____ Zip/Postal Code _____

Country if other than U.S. _____

Telephone Number ( ) _____

Permanent Address:

☐ Check here if same as mailing address

Street Address _____

City _____

State _____ Zip/Postal Code _____

Country if other than U.S. _____

Telephone Number ( ) _____

Student Type:

☐ 1 First-Time Student in College
☐ 2 First-Time Transfer (attended another College)
☐ 3 Returning Student to SBCC
☑ 6 Dual Enrollment (Enrolling in H.S. and College at the same time)

Education Goal:

☐ A Transfer with AA/AS Degree
☐ B Transfer without AA/AS Degree
☐ C Associate Degree without Transfer
☐ D Vocational Degree without Transfer
☐ E Vocational Certificate without Transfer
☐ F Discover Career Interests/Goals
☐ G New Career/Develop Job Skills
☐ H Improve Present Job Skills
☐ I Maintain Certificate/License
☐ J Personal Enrichment
☐ K Basic Skills/English, Reading, Math
☑ L Achieve High School Diploma
☐ M Undecided on Goal at this time

Program of Study/Major: X X - D U A L E N - ___ ___

(Refer to application cover sheet for list)

**Applications can be completed online in English
and Spanish at: www.sbcc.edu/apply**

Education Level:

☐ 0 – Not enrolled/did not Graduate High School
☑ 1 – Enrolling in High School and College
☐ 2 – Enrolled in Adult High School
☐ 3 – Received high school diploma
☐ 4 – GED/H.S. Equivalency Certificate
☐ 5 – CA H.S. Proficiency Certificate (CHSPE)
☐ 6 – Foreign Secondary School Diploma
☐ 7 – Associate Degree
☐ 8 – Bachelor Degree or higher

Citizenship:

☐ 1 – U.S. Citizen   ☐ 3 – Temporary Resident
☐ 2 – Permanent Resident   ☐ 4 – Refugee/Asylee

If 2, 3 or 4: (REQUIRED)

Alien Registration Number _____

Issue Date (MM/DD/YYYY) _____

Expiration Date (MM/DD/YYYY) _____

☐ 6 – Other Status
If 6: (REQUIRED)

Visa Type _____

Visa Number _____

Issue Date (MM/DD/YYYY) _____

Expiration Date (MM/DD/YYYY) _____

Race/Ethnicity:

Are you Hispanic or Latino? ☐ Yes ☐ No

What is your race/ethnicity? Check one or more.

☐ 01 Hispanic, Latino
☐ 02 Mexican, Mexican-American, Chicano
☐ 03 Central American
☐ 04 South American
☐ 05 Hispanic Other
☐ 06 Asian Indian
☐ 07 Asian Chinese
☐ 08 Asian Japanese
☐ 09 Asian Korean
☐ 10 Asian Laotian
☐ 11 Asian Cambodian
☐ 12 Asian Vietnamese
☐ 13 Filipino
☐ 14 Asian Other
☐ 15 Black or African American
☐ 16 American Indian/Alaskan Native
☐ 17 Pacific Islander Guamanian
☐ 18 Pacific Islander Hawaiian
☐ 19 Pacific Islander Samoan
☐ 20 Pacific Islander Other
☐ 21 White

High School Currently Attending:

High School Name _____

City _____ State _____

Country if other than U.S. _____

Graduation Date (MM/DD/YYYY) _____

Parent/Guardian Information 1: (Required if under 19 years of age)

Last Name _____

First Name _____

Relationship: ☐ Father ☐ Mother ☐ Guardian

☐ Check here if same as Permanent address.

Street Address _____

City _____

State _____ Zip/Postal Code _____

Country if other than U.S. _____

Telephone Number ( ) _____

Parent/Guardian Information 2: (Required if under 19 years of age)

Last Name _____

First Name _____

Relationship: ☐ Father ☐ Mother ☐ Guardian

☐ Check here if same as Parent / Guardian #1 address

Street Address _____

City _____

State _____ Zip/Postal Code _____

Country if other than U.S. _____

Telephone Number (____) _____

Veteran Status:
☐ N – Not a Veteran
☐ D – Dependent of a Veteran
☐ V - Veteran

Primary Language:
☐ 01 – English
☐ 02 – Chinese
☐ 03 – Farsi
☐ 04 – Japanese
☐ 05 – Spanish
☐ 06 – Vietnamese
☐ 07 – Other

Transfer Plans:
☑ 00 – No Transfer Plans
☐ 01 – Out of State/ Foreign
☐ 02 – UCSB
☐ 03 – UC Berkeley
☐ 04 – UCLA
☐ 05 – Other UC campuses
☐ 06 – Cal Poly, SLO
☐ 07 – CSU, Northridge
☐ 08 – Other CSU campuses
☐ 09 – Westmont College
☐ 10 – CA private college
☐ 11 – Community college
☐ 12 – CSU, Channel Islands
☐ 13 – UC Davis
☐ 14 – UC Irvine
☐ 15 – UC San Diego
☐ 16 – UC Santa Cruz
☐ 17 – San Diego State
☐ 18 – CSU, Long Beach
☐ 19 – San Francisco State
☐ 20 – USC
☐ 21 – Antioch University

Foster Youth Benefits (optional):
I am a former or current Foster Youth, and am interested in financial aid and/or other benefits and services available to Foster Youth.
☐ Yes ☐ No

For Office use only
Banner I.D.: K _____

Residency: ☐ 5 – CA ☐ 6 – OS ☐ 8 – INTL ☐ 7 – AB540

Entered by: _____ Date: _____

Residency Questionnaire

This information will be used for residency determination. It will not be used in making admissions decisions and will not be used for a discriminatory purpose.

Select one of the following:
☐ I am at least 19 years of age OR married.
☐ I am under 19 years of age AND unmarried.

All applicants must answer the following questions. If you are under 19 years of age and unmarried you must answer for your parent or guardian.

Have you lived in California for at least the last two years?
☐ Yes ☐ No If no, when did your present stay begin? ___/___/___

Are you a full-time employee, or spouse or dependent of a full-time employee of any of the following colleges/universities?
• California Community College • California State University or College • University of California • Maritime Academy
☐ Yes ☐ No

Is the applicant a full-time credentialed employee of a California public school enrolling in college for purpose of fulfilling credential-related requirements?
☐ Yes ☐ No

Have you been employed as a seasonal agricultural worker for at least a total of two months of each of the past two years?
☐ Yes ☐ No

During the last 2 years, have you:
Declared residency in another state for state income tax purposes?
☐ Yes ☐ No If Yes, _____ Years _____ State

Registered to vote in another state?
☐ Yes ☐ No If Yes, _____ Years _____ State

Declared residency at an out-of-state college or university?
☐ Yes ☐ No If Yes, _____ Years _____ State

Petitioned for a lawsuit or a divorce as a resident in another state?
☐ Yes ☐ No If Yes, _____ Years _____ State

Military Status
☐ None apply to me
☐ Currently active military
☐ Dependent of current active military
☐ Member discharged within the last year
☐ Member discharged over a year ago (veteran)

Date of Discharge (mm/dd/yyyy):_____

Home State of record: _____

Currently stationed in California?
☐ Yes ☐ No

If stationed in California, is the Duty for educational purposes ONLY?
☐ Yes ☐ No

To Be Signed by all Students

I declare under penalty of perjury that the statements submitted by me are true and correct. All materials submitted by me for the purposes of admission become the property of Santa Barbara City College. I understand that falsification, withholding pertinent data, or failure to report change in residence may result in my dismissal.

Students Signature _____ Date _____

V01_08.1

SB CC
SANTA BARBARA
CITY COLLEGE

High School Dual Enrollment Approval Form

The intent of the SBCC Dual Enrollment program is to provide educational enrichment opportunities for a limited number of eligible high school students, rather than to reduce current course requirements of secondary schools, and also to help ensure a smoother transition from high school to college for students by providing them with greater exposure to the collegiate atmosphere. (California Education Code 48800).

PART A: STUDENT INFORMATION

NAME:_____   BIRTH DATE:_____

SBCC ID (i.e. K00123456): _____   OR   SSN:_____

PART B: STUDENT SCHOOL INFORMATION

• I am submitting this approval form for the following semester and year: ☐FALL ☐ SPRING ☐ SUMMER 20__

• I am currently enrolled at the following public or private high school:_____Grade_____

• I am an eligible 9-12 grade home school student enrolled at: _____
(Note: A copy of the Home School Affidavit **MUST** be attached to this form. Every person, firm, association, partnership, or corporation offering or conducting a full-time day or boarding school at the elementary or high school level must file an Affidavit (California Education Code Section 33190).

PART C: HIGH SCHOOL APPROVAL

See Schedule of Classes for specific course information. Registration is subject to course enrollment caps.			
APPROVED COURSES		**ALTERNATE COURSES**	
COURSE TITLE & NUMBER (i.e. BIO 100)	UNITS (9 MAX)*	COURSE TITLE & NUMBER	UNITS (9 MAX)*
1.		1.	
2.		2.	
3.		3.	

* High School seniors may register in (12 units max.). Please note those that exceed 11.9 units will be assessed full tuition.

As Principal or Designee: Pursuant to Education Code 48800, I have reviewed the academic record of the above-named student and certify that the student demonstrates adequate preparation in the course(s) listed and can benefit from advanced scholastic and vocational education at SBCC.

SUMMER ONLY: I certify that I am limiting the number of recommendations to no more than five percent of the total number of pupils who completed the grade immediately prior to the time of the recommendation for summer session.

_____   _____   _____
Signature of Principal / High School Counselor   Date   School/Office Telephone Number

SIGNATURE OF JUNIOR HIGH PRINCIPAL/COUNSELOR REQUIRED FOR INCOMING 9ᵗʰ GRADE STUDENTS:

_____   _____   _____
Signature of Principal / Junior High School Counselor   Date   School/Office Telephone Number

For Office Use Only:
Banner Student ID: _____   SBCC Admissions & Records Signature _____ Date_____

14

PART D: STUDENT AGREEMENT

The college has the right to restrict enrollment for reasons of health and safety, preparedness of the student, availability and college board policy. Please review the program policies below to ensure you have a successful experience at SBCC. (References- California Education Code: Sections 48800-48802, 76001, 76300)

1. **Maximum Units:** Santa Barbara City College allows eligible 9th – 12th grade students to register in a *maximum* of 9.0 college units during the fall and spring semesters (Seniors a maximum of 12.0 units) in order to enrich their educational experience. **Students may submit the Petition: Dual Enrollment Request for Maximum Unit Exception to the Dual Enrollment office for consideration to exceed unit limit (go to http://sbcc.edu/dualenrollment/forms.php to download form).**
2. **Restricted Courses:** Students may enroll in most *college level* courses, provided they meet the necessary prerequisites. The following classes *may not* be taken by high school students: **English 60-100; Math 1-104; ESL 29-100; DSPS courses; Health 101 is open to students 17 years of age or older.** Additional course restrictions may be included at the discretion of the college.
3. **Pre-Requisite Requirements:** When a course has a pre-requisite requirement, it means that a student must demonstrate pre-existing knowledge and/or skills to be successful in the course. To petition to satisfy a pre-requisite by means other than a qualifying SBCC assessment level or a qualified SBCC course go to http://www.sbcc.edu/prerequisitepolicy/.
4. **Assessment:** All students planning to enroll in English or math classes must qualify on the SBCC assessment tests (see http://www.sbcc.edu/assessmentcenter/Assessment Center.php for details on testing hours and exemptions) or college English or math course work.
5. **Fees: High school students are not required to pay SBCC enrollment fees. However, students taking courses on the SBCC Campus are required to pay a Health Fee and a Transportation Fee, in addition those seniors that enroll in 12 units or more will be assessed the per unit fee. Out of state students pay tuition. For a current list of fees, please visit http://www.sbcc.edu/fees. Other costs, such as materials and books, are to be paid by the student. IMPORTANT NOTE: If a student is enrolled only in online class (es), or classes on a high school campus, and does not come to SBCC for instruction, the Transportation and Health fees are not assessed.**
6. **Course Registration:** For courses taught on the SBCC Campus, it is the student's responsibility to log into his or her SBCC Campus Pipeline account to register for course(s). Please note, that submitting this approval form and application to Admissions & Records **does not** register you in the course. It is the student's responsibility to register for the course(s) in Pipeline in accordance with all college deadlines.
7. **Rules & Regulations:** All SBCC Dual Enrollment students are responsible for complying with the rules and regulations of the college as published in the SBCC college Catalog and schedule of classes.
8. **Grades:** The grade(s) you earn in your SBCC class(es) will become a part of your official college academic record. For students attending local service-area high schools, SBCC sends a final semester grade report to the Registrar of the high school you listed on your application for admission. It is your responsibility to make sure you have received high school credit. Check with your Registrar to be sure your SBCC grade(s) has been posted to your high school transcript. Students may also view their course grades by logging into their SBCC Pipeline account. Please note students must make satisfactory academic progress (minimum cumulative GPA of 2.0 and completion of 67% of courses attempted) to maintain eligibility for financial aid when they begin SBCC as a full-time college student.

<p align="center">YOU MUST <u>SELECT ONE</u> OF THE FOLLOWING:</p>

<p align="center">☐ I authorize SBCC to release my final grades to my high school Registrar.</p>

<p align="center">☐ I DO NOT authorize SBCC to release my final grades to my high school Registrar.</p>

NOTE: If you opt out, your high school may request that you provide the registrar with an official SBCC transcript before giving credit towards high school requirements/graduation.

I have read, understand and agree to the above policies and requirements.

Student Signature	Date

PART E: PARENT AGREEMENT

1. **Student Responsibilities:** Students must act on their own behalf. Parents, guardians, relatives or friends of SBCC students are not permitted to enroll, drop, or add classes on behalf of the student. The same applies to requesting transcripts or grade verifications.
2. **Student Records:** Under Section 49061 of the Education Code, parents of community college students do not have a right of access to their children's student records, regardless of whether the student is under the age of 18. In accordance with this regulation, students' college records will be released to parents only with the written consent of the student. (Authorization for Release of Information form may be obtained at www.sbcc.edu/forms or from Admissions &Records)
3. **Contacting Instructors:** Your student is enrolled in a college course and it is important to understand that instructors work directly with students, as opposed to the type of parent interventions you may be accustomed to at the high school level. Under FERPA (Family Educational Rights and Privacy Act) instructors are not required to discuss student performance or other student-related issues with parents. SBCC does not accommodate parent requests to contact instructors.
4. **Course Content/ Material:** SBCC is an adult learning environment. As such, discussion topics and course materials are generally designed for adult students and may not be appropriate for younger students.
5. SBCC assumes no responsibility for the supervision of minor students outside of the classroom setting. Parents are responsible for providing transportation and ensuring that their children are appropriately supervised before and after class.

Your signature on this document certifies that you have read, understand and agree to the above policies and requirements. Furthermore, you have also reviewed and assessed your son/daughter's ability to succeed in the classes recommended by the high school; and that he/she has your approval to enroll in SBCC courses.

Parent/Guardian Signature	Date

For questions, or for more information regarding Dual Enrollment call:

Dual Enrollment Coordinator
Phone: (805) 730-3020
Email: lawintermeyer@sbcc.edu

Dual Enrollment Student Program Advisor
Phone: (805) 730-4759
E-mail: vega@sbcc.edu

15

SB CC

SANTA BARBARA CITY COLLEGE

Dual Enrollment

Petition: Dual Enrollment Request for Maximum Unit Exception

According to Santa Barbara Community College District Board Policy and Administrative Procedure 5120 eligible Dual Enrollment students may enroll in a maximum of 9.0 (Seniors up to 12 units) college units in Fall and Spring semesters to enrich their educational experience.

Dual Enrollment students demonstrating advanced scholastic standing may appeal BP 5120 which limits enrollment to non-senior dual enrollment students to a maximum of 9 semester units and senior dual enrollment students to a maximum of 12 semester units. The appeal, if approved, would allow a Dual Enrollment student to enroll in a maximum of 12 units OR a maximum of 3 courses.

Step 1: Complete the following student personal information.

Name _____   SBCC ID K_____

Pipeline Email _____@pipeline.sbcc.edu   Phone _____

Step 2: The criteria and documentation for requesting to appeal BP 5120 are:

☐ Student must establish and maintain a minimum GPA of 3.0 with no grade below a "C" in an academic class (student must provide a high school transcript and a college transcript, if available).

☐ Student must demonstrate eligibility for ENG 110 and MATH 107 through SBCC English and math placement assessments or acceptable equivalencies such as AP/SAT/ACT/EAP scores. Attach proof of eligibility from your Pipeline account (go to Student Records).

☐ Student registering in over 11.9 units will be subject to payment of all enrollment fees in addition to mandatory fees if applicable. Attach a list of the three courses and the total units in which you would like to register.

☐ As the student, I acknowledge that the appeal and approval process is term based and a new petition form along with documentation is required every semester.

Step 3: Student Acknowledgement
I understand that the decision to exceed the maximum number of units is based on my advanced academic abilities, and I further acknowledge that all course work is my responsibility alone. I am aware of, and will adhere to, all college regulations and registration timelines. No exceptions will be made for me as a Dual Enrollment student.

X _____   _____
     Student Acknowledgement / Signature   Date

Step 4: Parent Acknowledgement
I understand that in accordance with FERPA (http://www.sbcc.edu/admissions/ferpastudentprivacy.php) regulations, I may not act on my student's behalf. I further acknowledge that if my student registers in more than 11.9 units, they will be required to pay full tuition.

X _____   _____
     Parent Acknowledgement / Signature   Date

Step 5: Submit Petition: Dual Enrollment Request for Maximum Unit Exception and required supporting documentation to the Dual Enrollment Office. See www.sbcc.edu/dualenrollment for contact information. Please initial below to indicate your understanding:

___ I acknowledge that the Dual Enrollment Office will send the results of my Petition: Dual Enrollment Request for Maximum Unit Exception to my Pipeline email account.

___ I acknowledge that petition approval does not guarantee me a seat in the course and that my registration is dependent on satisfactory completion and clearance of stated prerequisites.

16

Section III:
Rosters and Grade Reporting

ACCESS TO ROSTERS, DROPS, AND GRADE REPORTS

Our Dual Enrollment classes are required to report grades to both the high school and to SBCC. For training or detailed information on high school and SBCC grades, please feel free to contact the DE Student Program Advisor at (805) 730-4579 who can schedule a personal training session with you. Here is a summary of the SBCC roster, drops and grade reporting process.

SBCC GRADES:

Grades are reported electronically. You have been assigned a username and password to our Pipeline portal. To log in, please go to http://pipeline.sbcc.edu/cp/home/loginf. Follow these instructions your fist time logging on:

1. Go to the web portal listed above.
2. In the "Start Here" section on the left bottom left side of the screen, click on "Find my username/password" and follow the instructions.

If you have problems accessing your username/password, please call the SBCC Helpdesk at (805) 965-0581, ext. 2215 or email: helpdesk@sbcc.edu . They are open from 8:00 a.m. to 5:00 p.m. Monday-Friday.

> **Class rosters** are updated on a continuous basis as your student applications are being process for enrollment by our Admissions & Records Office. Through the Pipeline portal, you are able to view your class by section. You can print your roster, confirm enrollment drops students and submit your grades. You will receive an email after your students have been enrolled and at that time, you will need to make any corrections immediately.

> **Roster name corrections** should be reported to the DE Student Program Advisor at (805) 730-4759. The advisor will then work with our Admissions & Records Office to make sure names are corrected.

> **Drops** are submitted by you via this portal. It is important that you check your rosters often to make sure the correct students are enrolled. If a student is no longer enrolled in your class, then you must drop that student if you are still within the drop deadline of your class. The **drop deadline** for your class is listed on the top left hand side of your roster. Drops cannot be submitted after the drop deadline.

> **Final grades** are submitted by you on the Pipeline portal. Grades must be submitted no later than one week after your class has ended. In addition to grades, Dual Enrollment classes report positive attendance.

> **Positive Attendance Hours** (With the exception of classes that have the same 16 week start/end date as the College). Most Dual Enrollment classes follow the 18 week high school calendar and therefore are required to report positive attendance hours. Positive attendance hours are denoted on the top left corner of your final grade roster. **You must include a hard copy of the daily attendance roster summary along with a key for any programmatic symbols (eg. "@, #, -, etc").** If you have general SBCC students in your class(es), you must provide a roster of their daily attendance as well (this could be done using your Pipeline roster).

IMPORTANT NOTE regarding Positive Attendance Hours: If your class requires positive attendance hours, please DO NOT press the "Grade Submit" button until you have entered your positive attendance hours. Once you press the "Grade Submit" button, changes can not be made electronically. Please contact the DE Student Program Advisor (805) 730-4759 if you need support in this area.

Grade Evidence is the last step that you will need to complete for grade submittal. You will be given a manila envelope at the end of the semester with your name and class details. **A copy of your grade book is required as grade evidence for your class.** Please place this information in your packet.

Reporting Course Student Learning Outcome (CSLO) is a departmental requirement and needs to be done at the end of every semester. While various academic departments have unique reporting cycles, Dual Enrollment instructors are expected to complete CSLOs each semester. CSLOs do not correlate to a student's grade and will have no bearing on student transcripts. Please refer to pages 25 – 28 of this handbook for the CSLO reporting instructions.

Getting Started with SBCC Portal/Banner

Santa Barbara City College Faculty Resource Center

Banner support contact info

For faculty help, call 805-965-0581, X2215 before 5 pm, Monday thru Friday or email the IT helpdesk at helpdesk@sbcc.edu

For student help, call 805-965-0581, X2949, Monday thru Friday or email online@sbcc.edu. Students can also drop by the Campus Cyber Centers in the student cafeteria and the College library for in-person help.

PART 1: Find/retrieve your Username and password

Step 1. Go to the portal login page at http://pipeline.sbcc.edu. Note that there is no WWW before the word "pipeline" in the web address.

Step 2. Choose the *Find my username* link under the START HERE header. A new browser window will open.

START HERE!

➔ Find my username
➔ Click here for solutions for common login problems.
➔ Instructions- English/Spanish

Step 3. In the new browser window, type your personal information. Then choose the Look UP button to find or retrieve your username and password.

(Note your Banner username/password are NOT the same as your username/password for Groupwise or the old Pipeline communication system. If you receive an error and are sure that you have typed in the information correctly, then contact the college's IT help desk at X2215 before 5 pm, Monday through Friday.)

Find UserName

* First Name	John
* Last Name	Doe
* Birth Date	010167 (mmddyy)
* Last 4 Digits of SSN	

Click Flcel Look Up

* Indicates a REQUIRED

TIP: Be sure to type zeros and not the letter "o" if your birthdate has zeros.

Step 4. A new browser window will open to display your Banner username and password. Write this information down but change your password to something more memorable after you log in.

My Pipeline Username

Your Pipeline Username is: **jadoe**
Your Pipeline Password is: **010167**

PART 2: Log into the Portal

Step 5. Type your username and password into the blanks below.

Welcome to Pipeline!

TIP: Note that your username makes use of your middle initial.

please sign in
username: jadoe
password: ******
submit

Step 6. This is an example of the SBCC Portal home page. Choose the teach tab to navigate to your Banner class rosters.

PART 3: Access and select course rosters

Step 7. Each square/rectangle on a tabbed window is a channel of information. The faculty links' channel contains links to access your course roster information. Select the link titled "Current Class Rosters" to view or print a class roster.

Faculty Links

Faculty Class Information
Access to student contact information by course, drop rosters, and entering final grades.

Current Class Rosters
Direct access to your class rosters for print.

Class Schedules
Up to date view of all college classes offered.

Faculty Resource Center

Step 8. These are the rosters for fall term. Select the checkboxes next to the rosters and the CREATE ROSTER (S) button to view the rosters.

PART 4: View and Print your course rosters

Step 9. A new browser window will open so you can view the roster(s). The first portion contains the ACTIVE class roster which you can view and print. **IMPORTANT:** The drop dates for your course are particular to your course and may vary from other courses at the college. The drop dates on your roster are the deadlines for your specific course reference number, i.e., section.

Banner Production
Fall 2007
Primary Term

CRN   SUBJ   CRSE   CREDITS   COURSE TITLE
30303 COMP   103   1.00   INTERNET AND E-MAIL
INSTRUCTOR(S) – (P)rimary   TYPE
Doe, John   (P)   Distance, Internet/Del

CRITICAL DATES
Start Date: 27-AUG-07   Last Date to drop without a "W": 09 SEP 2007
End Date: 15-DEC-07   Last Date to drop with a "W": 26 OCT 2007
Last Date to add class: 08-SEP-07   Census Date: 09/10/07
Last Date to drop with a refund: 08-SEP-07

PART 5: How to add students

Step 10. As you scroll down the browser window, the second viewable item is your list of Add Authorization Codes. **IMPORTANT:** The College no longer makes use of ADD cards or wait lists. Each teacher is given 20 ADD authorization codes per course per semester. These codes are unique and will not work after the add deadline.

Here are the two instances when you use these codes:

a. when a class has closed because its limit has been reached and you want to add additional students.

b. when you want to add a student during/after the first official day of classes.

You assign one code per student and can distribute the code in-person, via email, etc. During the add process in Banner, the student will be prompted to enter the four digit add code in order to validate his add. Once an individual's add code for a course has been used, the code is no longer usable for the course and the student's name is added to the active roster. The code sheet (example below) can be printed for your convenience so you can keep track of the specific numbers you give to individual students. Note you do NOT submit the list of add codes to Admissions & Records (A & R).

CRITICAL DATES
Start Date: 27-AUG-07   Last Date to drop without a "W": 09 SEP 2007
End Date: 15-DEC-07   Last Date to drop with a "W": 26 OCT 2007
Last Date to add class: 08-SEP-07   Census Date: 09/10/07
Last Date to drop with a refund: 08-SEP-07

Add Authorization Codes		
Auth.#	Student Name	Date
0097		
0552		
1019		
1078		
1090		
1351		
1578		

PART 6: View dropped students who have already dropped

Step 11. As you continue to scroll down the window, the last item viewable is the drop roster. It contains the list of students' names who have dropped themselves or who you have dropped.

CRITICAL DATES

Start Date: 27-AUG-07
End Date: 15-DEC-07
Last Date to add class: 08-SEP-07
Last Date to drop with a refund: 08-SEP-07

Last Date to drop without a "W": 09 SEP 2007
Last Date to drop with a "W": 26 OCT 2007
Census Date: 09/10/07

Seats	Taken	Available
30	14	16

Dropped Students As of: 15-JUN-2007 10:19:01

		Week																				
	ID	Date																				
Student Name		Reg	Cr	M	T	W	R	F	S	M	T	W	R	F	S	M	T	W	R	F	S
1																						
2																						
3																						
4																						

PART 7: How to drop students before and after census

Step 12. You can drop your students in the Banner system provided you drop them by the drop deadlines listed on your individual rosters. To drop students, navigate back to the teach tab and select the Faculty Class Information link.

home services life study teach work

Faculty Links

Faculty Class Information
Access to student contact information by course, drop rosters, and entering final grades.

Current Class Rosters
Direct access to your class rosters for print.

Class Schedules
Up to date view of all college classes offered.

Faculty Resource Center

Step 13. Next select the drop rosters' link.

Faculty and Advisors

Advisors Student Information Menu
Term Selection
CRN Selection
Summary Class List
Final Grades
Course Section Information
Class Rosters
Drop Rosters

RELEASE: 7.3

Step 14. Select the term, the submit button below it, and the course reference number and submit button below that to access the drop roster.

Select Term

Select a Term: Fall 2007 ▼

Submit

CRN: Internet And E-Mail - 30303 ▼

Submit

Step 15. Select the checkboxes in the row of each student you want to drop. At the bottom of the window, select the Submit Students' button. This will move the students from your active roster to your drop roster.

Submit Students
Reset
No Drops to Report
I have reviewed my roster and certify that I do not have any drops to report

Note, if you drop students before census, there will be two buttons. If there are NO students to be dropped, select the *No Drops to Report* button indicating that you are certifying that there are no students to be dropped.

Submit Students
Reset
No Drops to Report
I have reviewed my roster and certify that I do not have any drops to report

After census, the No Drops to Report button will be removed. When you drop students after census, they are generally dropped with/without a W.

IMPORTANT: If you drop a student in error, you MUST contact Admissions to reinstate the student. There is NO way for you to undo a drop via Banner once you've dropped a student.

Rec.#	Reg. Seq.	ID	Student Name	Credits	Reg. Status/Date	Drop?	Rolled
1	10	K00106059		1.00	**Web Registered** / May 20, 2007	☐	No
2	1	K00114347		1.00	**Web Registered** / Apr 30, 2007	☑	No
3	13	K00107576		1.00	**Web Registered** / Jun 11, 2007	☑	No
4	6	K00103335		1.00	**Web Registered** / May 12, 2007	☐	No

PART 8: Download an electronic copy of your roster and view individual student contact info

Step 16. Navigate back to the teach tab and then select the Faculty class information link so you can access the Faculty and Advisors view. Then choose the Summary class list link.

Faculty and Advisors

Advisors Student Information Menu

Term Selection

CRN Selection

Summary Class List

Final Grades

Course Section Information

Class Rosters

Drop Rosters

RELEASE: 7.3

Step 17. You can download an electronic copy of your course roster by selecting the download button and you can access individual student contact info by selecting each of the students' names.

Excel Download · Print Basic Roster

Select the Excel Download button to download an electronic copy of your class roster.

Course Information

Internet And E

CRN: 30303

Duration: Aug 27, 2007 – Dec 15, 2007

Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	14	16
Cross List:	0	0	0

Each student's name in blue is actually a link. To view this individual student's contact info, select the student's name.

Summary Class List

Record Number	Student
1	
2	
3	
4	

Step 18. Once you access a student's contact info, you select any of the links at the bottom of the screen to access his current major or class schedule. Note that you cannot access a student's historical grade record. Historical records can be accessed by counseling faculty and staff, DSPS faculty and staff, and administrators. If you need access to historical records, contact your area division dean.

Student Contact Info

Search [ ] Go

View Student Addresses and Phones

Information for Rodger Dodger

Addresses and Phones   **Phones**
Mailing   Primary: 805-222-2233
Current: Jan 01, 2007 – (No end date)
2121 Hunkey Dorey Lane
Santa Barbara, California   93105

[Student Information | Student E-mail Address]

Student major and individual schedule screens

Information for Rodger Dodger

Student Information effective
from Fall 2007 to End of Time
Registered for Term: Yes
First Term Attended: Fall 2002
Last Term Attended: Spring 2007
Status: Active
Residence: Resident CA
Citizenship: U.S. Citizen
Student Type: Continuing
Class: Sophomore

Curriculum Information
Current Program
Other Credit Award (<6 units)
Level: Credit
Program: Undeclared
Major: Marketing
Admit Term: Summer 2007
Catalog Term: Summer 2007
College: Santa Barbara City College

Current Schedule

Total Credit Hours: 11.000

Managerial Accounting – ACCT 240 – 0
Associated Term: Fall 2007
CRN: 30249
Status: **Web Registered** on May 2(
Assigned Instructor: ⬚ ⬚ ⬚ ⬚ 🖂
Grade Mode: Standard Letter
Credits: 4.000
Level: Credit -
Campus: SBCC

Scheduled Meeting Times
Type   Time   Days   Where
Class 12:45 pm – 2:50 pm MW   Business/Communication Center
       pm   301

PART 9: How to submit final grades

Step 19. Navigate back to the teach tab select the Faculty Class Information link.

Step 20. Select the Final Grades link to access the final grades' roster.

Faculty Menu

Student Information Menu (For Counselors)
Term Selection
CRN Selection
Summary Class List
Final Grades
Class Rosters
Drop Rosters
RELEASE: 7.3

Step 21. If necessary, elect the term, the submit button below it, and the course reference number and submit button below that to access the final grades' roster.

Select Term

Select a Term: Fall 2007 ▾

Submit

CRN: [Internet And E-Mail - 30303 ▾]

Submit

Banner support contact info

For faculty help, call 805-965-0581, X2215 before 5 pm, Monday thru Friday or email the IT helpdesk at helpdesk@sbcc.edu

For student help, call 805-965-0581, X2949, Monday thru Friday or email online@sbcc.edu. Students can also drop by the Campus Cyber Centers in the student cafeteria and the College library for in-person help.

Web-based tutorials - You can access short video demonstrations of these tasks on the FRC's home page at: http://frc.sbcc.edu Choose the tutorials' link. Then, scroll down and videos demonstrating these tasks with their respective times are listed. Note that you need high-speed Internet connection, e.g., DSL or cable speed modem, and the free Flash plug-in in order to view the videos. Also, be sure to turn up the volume on your computer's sound card to hear the narrations.
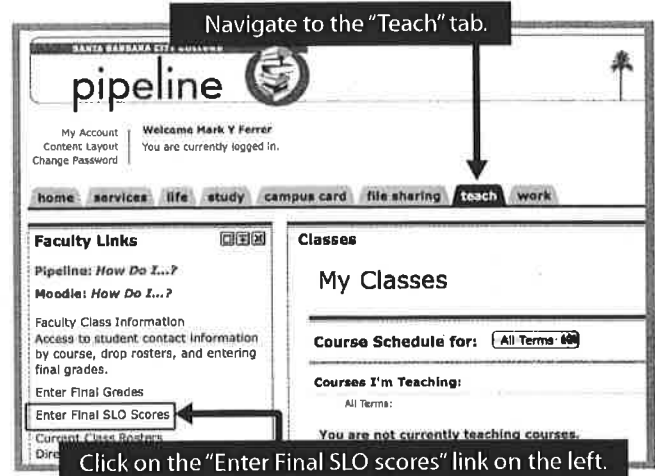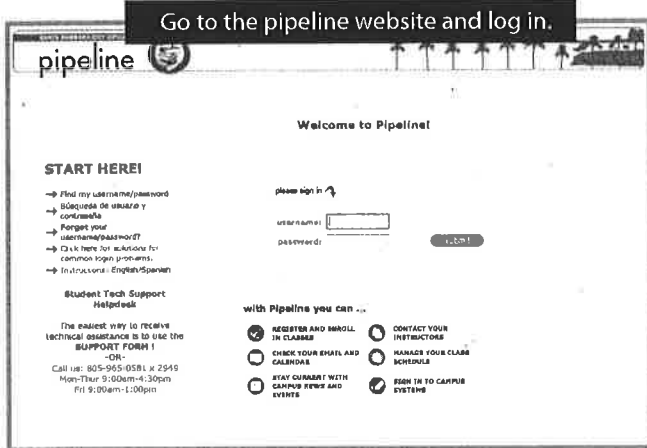
Finally, there is a link to access Banner Frequently Asked Questions (FAQS) on the same tutorial page. The FAQs contain answers to questions that may have not been addressed in the video demonstrations or in this handout.

Step 22. In the row of each student, select the grade for the student using the pull-down menu. The letter grades available for submission are A, B, C, D, & I. Students who have been approved by you and the college to take the course for credit/no credit will have CR/No Credit instead of the grade options. At this point in time, there is no way to submit the INCOMPLETE contracts via Banner if your student is to receive an incomplete. Contact Admissions for more info.

IMPORTANT: If you submit a final grade in error, you MUST contact Admissions to change the grade. There is NO way for you to undo a final grade submission via Banner once you've submitted a final grade for a student.

Internet And E-Mail - COMP 103 0
CRN: 18710
Students Registered: 2

⚠ Please submit the grades often. There is a 60 minute time limit starting at 1... this page.

Enter positive attendance info into the blanks below if your course requires positive attendance info.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1			1.000	**Web Registered** Mar 13, 2007	C ∨	N			2
2			1.000	**Registered** Mar 02, 2007	A ∨	N			1

Select the individual student's grade by choosing it via the pull-down menu.

Submit   Reset

⚠ Please submit the grades often. There is a 60 min...1:27 am on Jun 15, 2007 for this page.

You can print a copy of the final grades you submit by choosing your Internet browser's print button.

Entering CSLO scores in eLumen

frc.sbcc.edu
Faculty Resource Center

What is eLumen?

eLumen is our tool for CSLO (Course Student Learning Outcome) scoring. All the data from the old SLOplan site is available in eLumen. In addition to recording SLO's and SLO scores, eLumen provides many reports that are essential for creating meaningful course improvement plans.

I. Logging in to eLumen

Access through Pipeline **http://pipeline.sbcc.edu.**

Go to the pipeline website and log in.

Navigate to the "Teach" tab.

Click on the "Enter Final SLO scores" link on the left.

You will then be taken to the eLumen site.

Welcome to eLumen Click on a role below to begin work or on Help for more information

1. Select Department/Role

2. Select Term

Select a Term → Spring 2009 | Fall 2009

3. Select Course

Course Code	Course Name	Section	# Students	Evaluator(s)
1. ENG060	Basic Reading And Study Skills	0-30413	22	Ferrer, Mark
2. ENG080	Effective Writing Techniques	0-30453	26	Ferrer, Mark

Important Links

http://slo.sbcc.edu
http://elumen.sbcc.edu/elumen
http://pipeline.sbcc.edu
http://frc.sbcc.edu

NOTE:
If you are only teaching one course in one department, eLumen will automaticaly skip to step 4.

✳ eLumen

Welcome to eLumen Click on a role below to begin work or on Help for more information

Member

ENG

Home

Shared Parameters
Library of Outcomes
My Catalog Courses
Course Definition
My Course Offerings
Co-Curricular
Reports
Security
System Settings
Admin

Select a Term → Spring 2009 | Fall 2009

ENG080 Effective Writing Techniques Sec 0-30453
Show all settings

Pre-assessment Actions   Post-assessment Actions

This section contains the following assessments

Assessment   SLOs

1. end-of-course assessment

4. Click on Score Students → Score students   0/139 (100%) complete

Roles
My Account

Logoff
Technical Support
About

Logged in as:
Mark SBCC
Ver 3.82 20090203c

1. ENG080 SLO1 - Apply the stages of the writing process to written work: prewrite, write, revise and edit.
   Rubric SBCC general rating scale

2. ENG080 SLO2 - Develop organized paragraphs and essays supported by evidence from texts, personal experiences and/or observations.
   Rubric SBCC general rating scale

3. ENG080 SLO3 - Identify and correct syntactic and grammatical errors in written work.
   Rubric SBCC general rating scale

4. ENG080 SLO5 - Apply instructional feedback to writing.
   Rubric SBCC general rating scale

5. ENG080 SLO4 - Create a thesis that controls the content of an essay.
   Rubric SBCC general rating scale

What would you like to do?

1. Consider recommended assessments 2 assessments are available
2. Copy assessments from your other course sections 1 assessment is available.
3. Create an assessment
4. View Catalog Course SLOs
5. View roster

II. Scoring page

eLumen's scoring page uses radio buttons instead of pull down menus, which makes it easy to enter SLO scores.

✳ eLumen

Help Scores are immediately saved as you enter them

⬅ Return to what I was doing

Evaluation Scorecard

ENG080 Effective Writing Techniques

Save and enter Analysis

Home

Shared Parameters
Library of Outcomes
My Catalog Courses
Course Definition
My Course Offerings
Co-Curricular
Reports
Security
System Settings
Admin
Clients
Roles
My Account

Logoff
Technical Support
About

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Ver 3.82 20090203c

| All Students ▾ | | Clear all scores

Display as PDF

0=	Below Standard
1=	Meets Standard
2=	Above Standard
NA=	Not Attempted*

	0	1	2	n/a
Abrams, Brian				
ENG080 SLO1 - Apply the stages of the writing process to written work: prewrite, write, revise and edit. Rubric,	⊙	○	○	○
ENG080 SLO2 - Develop organized paragraphs and essays supported by evidence from texts, personal experiences and/or observations. Rubric,	○	⊙	○	○
ENG080 SLO3 - Identify and correct syntactic and grammatical errors in written work. Rubric,	⊙	○	○	○
ENG080 SLO5 - Apply instructional feedback to writing. Rubric,	○	⊙	○	○
ENG080 SLO4 - Create a thesis that controls the content of an essay. Rubric,	○	⊙	○	○
	0	1	2	n/a
Arias, Adriel				
ENG080 SLO1 - Apply the stages of the writing process to written work: prewrite, write, revise and edit. Rubric,	○	○	○	⊙
ENG080 SLO2 - Develop organized paragraphs and essays supported by evidence from texts, personal experiences and/or observations. Rubric,	○	○	○	⊙
ENG080 SLO3 - Identify and correct syntactic and grammatical errors in written work. Rubric,	○	○	○	⊙
ENG080 SLO5 - Apply instructional feedback to writing. Rubric,	○	○	○	⊙
ENG080 SLO4 - Create a thesis that controls the content of an essay. Rubric,	○	○	○	⊙
	0	1	2	n/a
Arias Jr., Simon				
ENG080 SLO1 - Apply the stages of the writing process to written work: prewrite, write, revise and edit. Rubric,	○	⊙	○	○
ENG080 SLO2 - Develop organized paragraphs and essays supported by evidence from texts, personal experiences and/or observations. Rubric,	○	⊙	○	○
ENG080 SLO3 - Identify and correct syntactic and grammatical errors in written work. Rubric,	○	⊙	○	○
ENG080 SLO5 - Apply instructional feedback to writing. Rubric,	○	⊙	○	○
ENG080 SLO4 - Create a thesis that controls the content of an essay. Rubric,	○	⊙	○	○
	0	1	2	n/a
Atkinson, William				
ENG080 SLO1 - Apply the stages of the writing process to written work: prewrite, write, revise and edit. Rubric,	○	○	○	⊙
ENG080 SLO2 - Develop organized paragraphs and essays supported by evidence from texts, personal experiences and/or observations. Rubric,	○	○	○	⊙
ENG080 SLO3 - Identify and correct syntactic and grammatical errors in written work. Rubric,	○	○	○	⊙
ENG080 SLO5 - Apply instructional feedback to writing. Rubric,	○	○	○	⊙
ENG080 SLO4 - Create a thesis that controls the content of an essay. Rubric,	○	○	○	⊙
	0	1	2	n/a
Boswell, Dalton				

*Use NA to indicate that a student did not attempt to complete the SLO. If a student stopped attending, but did not drop, and did not complete any SLOs, select NA for each SLO score for that person. This replaces our previous system and reduces the process to four options. As well, if a student completes the assessments for some, but not all CSLOs, use "NA" to mark those CSLOs for which there are no scores.

When finished, click on "Save and enter Analysis" at the top or bottom of the page.

III. Assessment Analysis page

Answer the three questions in the text boxes. When finished, click on save at the bottom.

Welcome to eLumen Click on a role below to begin work or on Help for more information

Member
ENG

Select a Term → Spring 2009 | Fall 2009

ENG080 Effective Writing Techniques Sec 0-30453
Show all settings

Section Improvement Plan

1. What were the major problems your students experienced in trying to do the work for your course?

2. What do you think caused them to have such difficulty?

3. What can be done to help future students achieve greater success in these problem areas?

(Save) (Cancel)

You will then be taken to the Pre-assessment actions screen.

ENG080 Effective Writing Techniques Sec 0-30453
Show all settings

Pre-assessment Actions | Post-assessment Actions

5. Click on "Post-assessment Actions" to review aggregated scores for this course. This data will be used for Course Improvement Plans.

This section contains the following assessments

| Assessment | SLOs |

1. end-of-course assessment (Recommended)

i. Score students 130/130 (100%) complete

1. ENG080 SLO1 - Apply the stages of the writing process to written work: prewrite, write, revise and edit.
   Rubric: SBCC general rating scale

2. ENG080 SLO2 - Develop organized paragraphs and essays supported by evidence from texts, personal experiences and/or observations.
   Rubric: SBCC general rating scale

3. ENG080 SLO3 - Identify and correct syntactic and grammatical errors in written work.
   Rubric: SBCC general rating scale

4. ENG080 SLO5 - Apply instructional feedback to writing.
   Rubric: SBCC general rating scale

5. ENG080 SLO4 - Create a thesis that controls the content of an essay.
   Rubric: SBCC general rating scale

What would you like to do?

1. Consider recommended assessments: 2 assessments are available
2. Copy assessments from your other course sections: 1 assessment is available.
3. Create an assessment
4. View Catalog Course SLOs
5. View roster

NOTE:
You can double check to make sure you have entered all your scores next to the "Score Students" link. eLumen will tell you what percentage of scores have been entered for this course.

Welcome to eLumen Click

Member
ENG

Home

- Shared Parameters
- Library of Outcomes
- My Catalog Courses
- Course Definition
- My Course Offerings
- Co-Curricular
- Reports
- Security
- System Settings
- Admin
- Clients
- Roles
- My Account

Logoff
Technical Support
About

Logged in as:
Mark - SBCC
Ver 3.82-20090203c

Select a Term → Spring 2009 | Fall 2009

ENG080 Effective Writing Techniques Sec 0-30453
Show all settings

| Pre-assessment Actions | Post-assessment Actions |

This section has 26 students and contains the following assessments

Assessment	# SLOs	# Expected scores	# Actual scores	% Scoring Complete	
end-of-course assessment	5	130	130	130/130 (100%)	Score students

Students have been assessed in this section

What would you like to do ?

1. Review per-student assessment results for this course
2. Review aggregated assessment data for this course
3. Analyze assessments and report next steps
4. View roster
5. View Course Improvement Plan

6. Click on "Review aggregated assessment data for this course".

IV. Reports: Aggregated Assessment Data

This report screen shows you assesment results for your class (top section) and assesment results for all sections of that course offered that semester.

You also have the option to view the results as percentages, as well as download a PDF of the report.

Welcome to eLumen Click on a role below to begin work or on Help for more information

Member
ENG

Home

- Shared Parameters
- Library of Outcomes
- My Catalog Courses
- Course Definition
- My Course Offerings
- Co-Curricular
- Reports
- Security
- System Settings
- Admin
- Clients
- Roles
- My Account

Logoff
Technical Support
About

Logged in as
Mark - SBC
Ver 3.82-20090__03c

Select a Term → Spring 2009 | Fall 2009

ENG080 Effective Writing Techniques Sec 0-30453
Show all settings

| Return to Course section view |

Fall 2009 ENG080 Effective Writing Techniques Sec 0-30453 (Actuals)   Show Percentages | Display as PDF

Assessment Results By Level

Assessment: end-of-course assessment	NS	0	1	2	Total
Default Achv Area for Catalog Course ENG080 - End of course ENG080 SLO1 - Apply the stages of the writing process to written work: prewrite, write, revise and edit.	8	2	14	2	26
Default Achv Area for Catalog Course ENG080 - End of course ENG080 SLO2 - Develop organized paragraphs and essays supported by evidence from texts, personal experiences and/or observations.	8	2	14	2	26
Default Achv Area for Catalog Course ENG080 - End of course ENG080 SLO3 - Identify and correct syntactic and grammatical errors in written work.	8	4	12	2	26
Default Achv Area for Catalog Course ENG080 - End of course ENG080 SLO5 - Apply instructional feedback to writing.	8	1	15	2	26
Default Achv Area for Catalog Course ENG080 - End of course ENG080 SLO4 - Create a thesis that controls the content of an essay.	8	2	14	2	26

For the same SLO(s), for all sections for this course / term	NS	0	1	2	Total
Default Achv Area for Catalog Course ENG080 - End of course ENG080 SLO1 - Apply the stages of the writing process to written work: prewrite, write, revise and edit.	98	99	436	110	743
Default Achv Area for Catalog Course ENG080 - End of course ENG080 SLO2 - Develop organized paragraphs and essays supported by evidence from texts, personal experiences and/or observations.	99	89	436	119	743
Default Achv Area for Catalog Course ENG080 - End of course ENG080 SLO3 - Identify and correct syntactic and grammatical errors in written work.	98	162	401	82	743
Default Achv Area for Catalog Course ENG080 - End of course ENG080 SLO5 - Apply instructional feedback to writing.	98	120	398	127	743
Default Achv Area for Catalog Course ENG080 - End of course ENG080 SLO4 - Create a thesis that controls the content of an essay.	99	83	458	103	743

Assessment results for your course only.

Assessment results for all sections of the current semester.

These results, coupled with your assessment comments, provide information on student performance essential for your use in completing the next step in the SLO process, the writing of a Course Improvement Plan (CIP)

Section IV:
New Course Requests

SBCC

SANTA BARBARA CITY COLLEGE

For SBCC use only:		
SBCC Department Chair	Signature	Date
SBCC Dean	Signature	Date
CRN #: _____		

Request for Santa Barbara City College Credit Course

Please <u>circle</u> one: New Course Request   or   Course Renewal

High School: _____

SBCC Course Requested (Name & Number): _____

Days course is to be taught: _____ Hours: _____ Room: _____

Course Beginning Date: _____ Course Ending Date: _____

Semester course is to be taught (circle one):   Fall   Spring   Summer   Year _____
(Note: SBCC course can coincide with high school calendar)

High School Equivalent Course (Name & Number) if applicable: _____

Expected enrolled: _____
(Note: SBCC must have enrollment of 20 to offer dual credit, if SBCC is paying the instructor's salary)

Do you want one of <u>your high school teachers</u> to teach the course? ☐ Yes ☐ No

If "yes", please print the following teacher information:

- ➢ Name: _____
- ➢ Email: _____
- ➢ Home Phone: _____
- ➢ Work Phone: _____
- ➢ Cell Phone: _____
- ➢ Does the teacher possess a master's degree in the subject area? ☐ Yes ☐ No

Do you want an <u>SBCC instructor to teach</u> this course?
☐ Yes ☐ No

Would you like this to be a permanent course offering at your school?   ☐ Yes ☐ No ☐ Maybe

Are you requesting a particular SBCC instructor?

- ➢ Name: _____

High School Approvals:

Principal Signature	Date	HS Teacher <u>or</u> SBCC Teacher	Date
HS Department Chair <u>or</u> ROP Director	Date	HS Counselor (Only for Personal Development Classes)	Date

Please return form to the:

Dual Enrollment Program, Santa Barbara City College, 721 Cliff Drive, Santa Barbara, CA 93109

FREQUENTLY ASKED QUESTIONS

Who do I call if I have questions or a problem with a Dual Enrollment class?

- Please see page 2 of this Handbook

What is the deadline for having my students return their K-12 applications?

- We know that it is often difficult to retrieve the application when it requires a parent's/guardian's signature; however, we request that applications be returned to **you**, the instructor, within one week from the day of the application workshop presentation. Each semester we will communicate the absolute last day by which all applications must be received in order for students to be enrolled in a course.

Where should I direct students if they have questions?

- If students have any concerns/questions about their dual enrollment status, need additional forms, etc., please direct them to our website: www.sbcc.edu/dualenrollment.
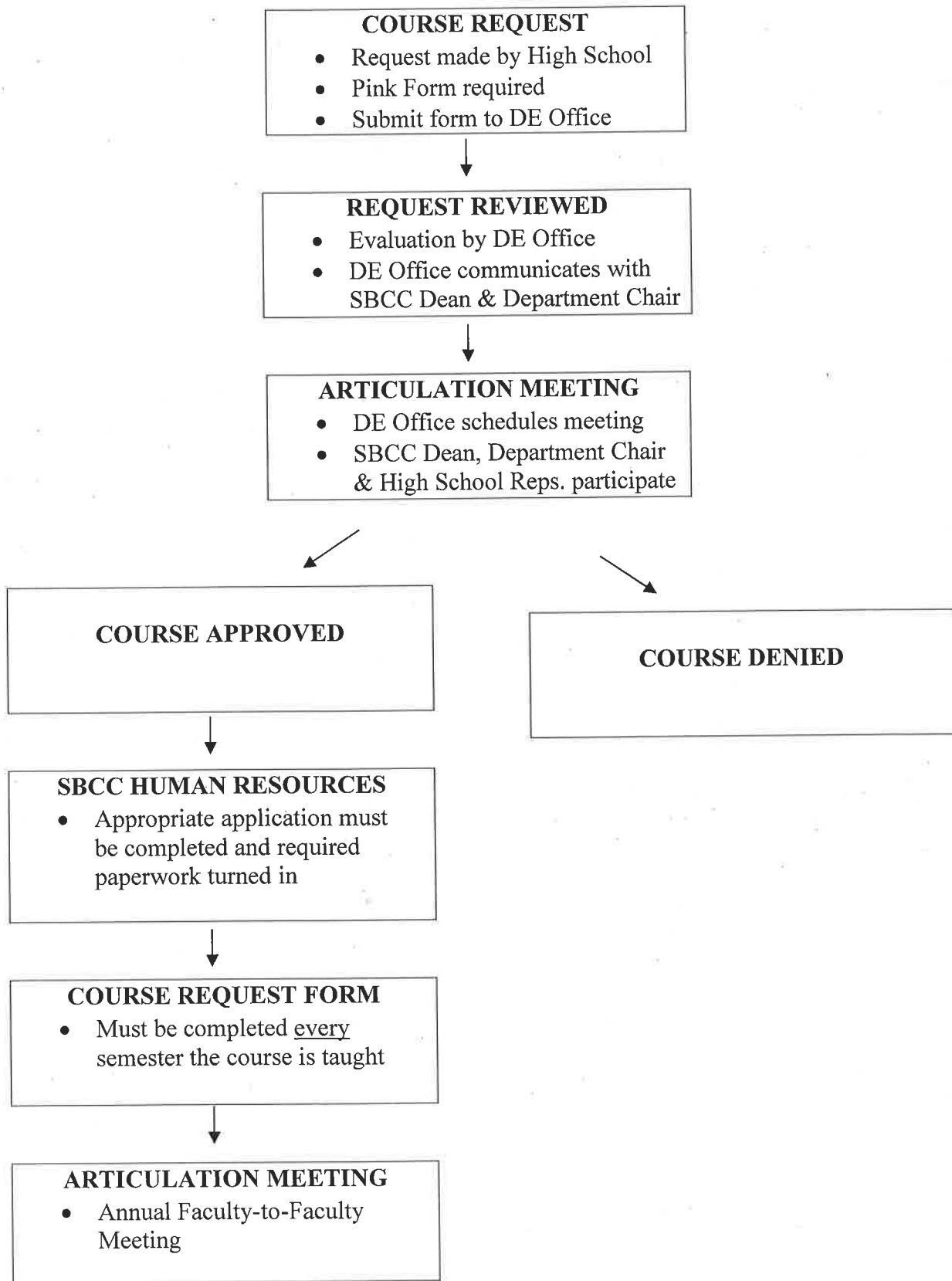
Will I be evaluated?

- Yes. Because you are teaching an SBCC course, we will have one of our full-time faculty visit your class once a semester (during your first, second and fourth semesters, and tri-annually after that) to observe and to conduct a scantron-type survey of your students.
- You should receive communication from the related SBCC department about activities or news that would be pertinent to you. We want you to feel linked and a part of the SBCC community. This means you need to check your Pipeline email account regularly (you can go into "settings" to have these emails forwarded to another email account if you so choose).

Will my class be cancelled if my enrollment does not reach 20?

- For SBCC-paid instructors the answer is generally "yes." If enrollments are close to 20 we may be able to discuss whether or not your class will continue.
- For high-school-paid instructors we will not cancel the class (the high school might), but low enrollments affect the $500 per unit payment to the high school.

SBCC Dual Enrollment (DE) Process Chart

COURSE REQUEST
- Request made by High School
- Pink Form required
- Submit form to DE Office

↓

REQUEST REVIEWED
- Evaluation by DE Office
- DE Office communicates with SBCC Dean & Department Chair

↓

ARTICULATION MEETING
- DE Office schedules meeting
- SBCC Dean, Department Chair & High School Reps. participate

↙ ↘

COURSE APPROVED

COURSE DENIED

↓

SBCC HUMAN RESOURCES
- Appropriate application must be completed and required paperwork turned in

↓

COURSE REQUEST FORM
- Must be completed every semester the course is taught

↓

ARTICULATION MEETING
- Annual Faculty-to-Faculty Meeting

SBCC

Santa Barbara City College
721 Cliff Drive
Santa Barbara, CA 93109

www.sbcc.edu

www.sbcc.edu/dualenrollment

www.getfocusedstayfocused.org

Phone: (805) 730-3020

Fax: (805) 892-3747