

# Classified Employee Success Manual

MOORPARK COLLEGE  
APRIL DOUD – CLASSIFIED SENATE PRESIDENT



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## Letter from the president

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Dear Colleague,

Welcome to the Moorpark College team. Moorpark College was listed as fourth best community college in the nation by the Huffington Post in March 2015. You are the reason we are so highly valued. You were selected not only because of your skills, but also because you are deeply committed to helping our students achieve their dreams. No matter what your job is, your role in supporting student success is critical. We want and expect all of our employees to greet students each day, ask if they need assistance, and give them a kind word of encouragement, so that all students feel deeply cared for.

And we want the same for you. We want you to feel deeply cared for, and we hope that this success handbook reflects that wish. I trust that you will find me highly approachable. I maintain Open Door Hours every week, so that any student or employee can see me without needing an appointment. And if you need to see me privately, I am always happy to schedule an appointment with any employee who needs my guidance. I also hope that we can help you achieve all of your career goals, and those goals should be a regular part of your periodic discussions with your supervisor. If you ever feel that you do not have the tools or the training to excel at your duties, please be sure to let your supervisor know, for their job is to help you excel.

Finally, I want to thank you for your commitment to our institutional values. Those values include integrity, civility, community, and citizenship. It is essential that all of us manifest these values at all times. If any of your colleagues or supervisors fall short of these values, I expect you to let us know, for we cannot promote these values to our students if we do not “walk the talk” ourselves. These values mean that we will always strive for the highest level of performance possible, that we will tell the truth at all times, and that we will maintain a positive environment of civility with everyone around us.

I wish you much success and fulfillment in your career with us.

Sincerely,

Luis P. Sanchez, JD, LL.M

President

## Classified Senate at Moorpark College

The objective of the Classified Senate shall be to address the non-bargaining concerns of the classified employees and, in the spirit of participatory governance, work with college management in the development and implementation of college goals and objectives to promote campus community involvement, personal development, and collegiality.

### Officers

President:	April Doud	
Vice-President:	Gilbert Downs	
Secretary:	Linda Sanders	
Treasurer:	Tami Cobb	
Former President:	Leanne Colvin	
Senators:	Marcela Hernandez	LMC/Physical Sciences/Health Sciences
	Mickey Aguilar	Applied Arts/CDC/Campus Center
	Krista Lederer	Music/EATM/Performing Arts
	Suzanne Gerhardt	Administration/Communications/Fountain Hall
	Karin Johansson	LLR/HSS/Technology
	Leanne Colvin	Academic Center/Gym/M&O

### Membership

As a classified employee of Moorpark College, you are automatically a member of the Classified Senate. There are no dues required to participate in the Classified Senate and participation in the Senate is completely voluntary.

As per the Classified Senate Constitution Article III. Membership - The general membership of the Classified Senate shall include all regular, permanent, probationary full-time and part-time, merit system and confidential classified employees whose work assignment is attached to the Moorpark College campus.

### Classified Senate Logo



MOORPARK COLLEGE  
CLASSIFIED SENATE

*The new Classified Senate logo represents partnership, diversity, and individuality. The smaller puzzle pieces, of diverse shape and color, represent the uniqueness of each individual classified staff member at Moorpark College. Additionally, the four puzzle pieces signify membership with the California Community College's Classified Senate (4CS). Combined, the smaller puzzle pieces form a larger piece, representing the Moorpark College Classified Senate as a whole.*

*The colors of the Classified Senate logo correspond to the colors of Moorpark College. Moreover, the rhomboid shape of the logo mimics the new Moorpark College logo ..."evoking a mortarboard, symbolizing the achievement of knowledge and personal development attained upon graduation. The text is Century Gothic, a sans serif font that is both modern and readable."*

## The Essential Piece – YOU!

The Classified Senate started this appreciation campaign in 2013 and carry it forward with us in everything we do. Each member of this team is truly essential to the success of our students and the goals of this institution.



*Isn't it a wonderful thing that we're all different? Each of us has strengths and skills to share. And when we link our individual strengths together, we're invincible.*

*Can't imagine us without you.*

## Classified Senate Participation and Meetings

The Classified Senate is open to all Classified Personnel and all meetings are open for all to participate. We are always in need of your voice and your help to make Moorpark College a wonderful place to work for all. Our large fundraiser for the year is our Holiday Luncheon –we plan, decorate, set-up, solicit donations, and promote this event all on our own and it takes a team to execute it. In addition to the luncheon we also do smaller fundraising, Professional Development, and Staff Enrichment activities. Please come by a meeting to lend your voice and ideas.

<http://www.moorparkcollege.edu/faculty-and-staff/classified-senate>



## Office of the President

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Telephone: 805-378-1407

Luis P. Sanchez – President

Linda Resendiz – Executive Assistant

David Mirisch – Moorpark College Foundation Executive Director

The President, as Chief Executive Officer, is responsible to the Chancellor of the District for the operation and administration of the college. He serves as the administrative head and provides educational leadership for Moorpark College. The role of President has an ambassadorial function in providing a positive image of the college on campus and within the community.

Linda Resendiz assists the President, answers faculty and management questions, coordinates with the Moorpark College Foundation and handles reservations for the President's Conference Room. As well as keeps the Campus Organizational Chart up to date: <http://www.moorparkcollege.edu/departments/administrative>

The Moorpark College Foundation is a non-profit, tax-exempt corporation organized to accept and solicit gifts, donations, trusts, and bequests for college related use.

## Office of the Executive Vice President

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Telephone: 805-378-1403  
 Lori Bennett – Executive Vice President  
 Vacant – Senior Administrative Assistant  
 Michael Trainor – Curriculum Technician  
 Alan Courter – Instructional Data Specialist  
 Kim Watters – Instructional Data Specialist

The Office of the Executive Vice President is devoted to the democratic idea of making higher education accessible to all. The semester schedule of classes and the college catalog are produced through this office in conjunction with each College Division and the College Curriculum Committee. The Office of the Executive Vice President exists to serve students, faculty, and the staff at Moorpark College.

### Divisions

The Academic and the majority of the Student Service Departments at Moorpark College are grouped into Divisions lead by a Dean of Student Learning. Each Division has an Academic and a Service component to it. For the most up to date organizational chart please visit:

<http://www.moorparkcollege.edu/departments/administrative>

## Office of the Vice President of Business Services

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Telephone: 805-378-1412  
 Silvia Barajas – Vice President, Business Services  
 Darlene Melby – College Business Services Manager  
 John Sinutko – Director, Facilities, Maintenance & Operations  
 Dan McMichael – Director, College Information Technology Services  
 Elizabeth Salas – Senior Administrative Assistant  
 Cynthia Osuna – Office Assistant / Information Desk

The Vice President of Business Services serves as the Chief Financial Officer and administers the business affairs of the college including the Student Business Office, Facilities, Maintenance & Operations, Bookstore, Campus Police, College Business Services, Information Technology, Scholarships, Financial Aid, and oversees the planning, preparation and administration of the budget.

## Absences and Absentee Reports

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If you will be unable to work on a given date for any reason – personal illness, bereavement, personal necessity, or personal business – notify your Supervisor and/or Division Office as far in advance as possible.

Following your absence, an Employee Absence Report must be submitted to the Supervisor / Division Dean through the Portal.

## Academic Policies

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For complete and up-to-date information on current policies, please visit our online course catalog at <http://www.moorparkcollege.edu/apply-and-enroll/college-catalog>

### Attendance – Student

Students are required to attend class regularly. A student who does not attend class the first day may be dropped...especially if other students are waiting to add... but most instructors will wait until the second class session to make this decision. A student who misses more than 1/9th of a class may, after due warning, be failed or dropped from the class if this is clearly stated in your syllabus. Instructors may drop a student whose absence from a semester-long class is equal to twice the number of hours the class meets in one week. The instructor may determine if there are special circumstances to allow additional absences as long as you apply the criteria equally to all students. It is strongly recommended that you keep accurate records of daily attendance. Please remember to keep your records available for future petitions and questions.

### Academic Integrity (Cheating, Dishonesty, or Plagiarism)

Moorpark College takes academic honesty very seriously, since ethical behavior and integrity are vital components of ensuring mutual respect. Instructors have the responsibility and authority for dealing with any cheating or plagiarism, which may occur in their classes. In addition, the employee member may direct the matter to the BIT (Behavior Intervention Team) for further disciplinary action.

### Student Due Process

If a problem or complaint arises, students have the right to have the matter or disciplinary action investigated as noted in the official Student Grievance Policy. (See Student Rights and Responsibilities Section in the Moorpark College Catalog) Most problems involve misunderstandings, human error or lack of information about established rules. To address such problems, it is often best to speak directly with the teacher or staff member involved. If the matter is not clarified or resolved, it may be useful to talk next with the Division Dean and/or the BIT (Behavior Intervention Team).

## Probation, Dismissal and Readmission of Students

A student who has attempted at least twelve (12) units as shown by the official academic record shall be placed on academic probation if the student has earned a grade point average below 2.0. A student who has enrolled in a total of at least twelve (12) semester units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which the student has enrolled and for which entries of “W,” “I,” and “NC” are recorded reaches or exceeds fifty percent (50%).

A student who is on academic probation shall be dismissed if the student earned a cumulative grade point average of less than 1.75 in all units attempted in each of three consecutive semesters. A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled and for which entries of “W,” “I” and “NC” are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).

A student applying for continued enrollment or readmission must submit a petition to explain what circumstances or conditions would justify continued enrollment or readmission. A student applying for readmission shall not be reinstated until a minimum of one semester has elapsed after academic dismissal. A student who is petitioning shall receive counseling to assess his or her academic and career goals and must have counselor approval of his or her educational program prior to registration. The petition for this purpose, “Petition for Continued Enrollment or Readmission,” is available in the Counseling Office (Admin. Bldg.).

## Student Grievance

A grievance is an allegation of unjust action or denial of student rights. A grievance may be initiated by a student whenever the student believes that he or she has been subject to unjust actions or denied normal rights as stipulated in college regulations and in the California Education and Administrative Codes.

Both informal and formal processes are outlined in the Student Rights and Responsibilities section of the Moorpark College Catalog:

<http://www.moorparkcollege.edu/apply-and-enroll/college-catalog>

## Classified Professional Development

The Professional Development Committee at Moorpark College as well as the District Classified Professional Development Committee plan and evaluate professional development activities for Classified Personnel. These activities are open to all who would like to attend.

## Course / Wellness Request

This [form](#) can be found in HR Tools. Through this program you are allowed, with approval, time during the week to attend a course or participate in a wellness class.

Section 11.21 of SEIU Agreement (For permanent classified employees only)

- Classes may be taken only during fall and spring semesters.
- A maximum of 3½ hours of release time may be given to take one course, including travel time, or for monitored wellness activity or fitness center utilization.
- Additional time will be made up during the same work week.
- Online classes do not qualify for release time.
- Attach copy of class schedule.

## Drug Policy

Moorpark College adheres to a drug free campus policy. All students, faculty, and staff assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution. Therefore, possession, use, or distribution of alcoholic beverages, narcotics, or other dangerous drugs on campus or at any off-campus college-sponsored activity will result in disciplinary action.

## Emergencies/Campus Police (x1455 or 378-1455)

In case of emergency, you are to call x1455 (using a campus phone) or 378-1455 from a cell phone. If the campus police do not pick up immediately, the call is rolled over to the police dispatch. This is faster than dialing 911.

### Emergency Procedures

#### Life-Threatening Situations (Dial x1455)

For all life-threatening emergencies contact Campus Police at x1455. If you call 911 yourself also notify Campus Police so they can respond to the situation quickly.

#### **When off-campus, dial 911.**

#### Non-Life-Threatening Situations

Contact the Student Health Center (x1413). A nurse is on duty during daytime hours and limited evening hours (not on Friday evening or Saturdays). When the nurse is NOT available or the Student Health Center is closed, contact Campus Police (x1455). NOTE: First-Aid is available from the Campus Police when the Student Health Center is closed. When off-campus, call 911.

Student accidents must be reported to the Student Health Center within 72 hours of occurrence. The instructor or person in charge shall make a written report of injury. Accident reports are essential for insurance claims to be submitted. All student accident reports and insurance claims are processed through the Student Health Center and forms are available at the Center, from the Evening Facilitator, or from the Campus Police. Once an accident report is received that requires an insurance claim, the student will be given information about the College's insurance coverage and the billing procedures. NOTE: An injury resulting from an illness is NOT covered by the college's insurance, but it still needs to be reported to the Student Health Center.

#### Emergency Phone Numbers

9-911 Ambulance/Fire/Rescue/Sheriff

1455 Campus Police

1413 College Nurse/Student Health Center

#### Crisis Intervention

Moorpark College has established a Crisis Intervention Team. The Student Health Center Coordinator leads the Team in providing crisis management across the campus when needed. The Team consists of faculty, staff, and administrators trained in crisis intervention strategies. If there is an emergency or traumatic situation, call the Student Health Center at (805) 378-1413, or if the situation occurs during an evening or weekend, call the Campus Police at (805) 378-1455.

### Emergency Communication Plan

Moorpark College has adopted an Emergency Communication Plan for the purpose of facilitating the flow of information to administrators, key employees, and the media when an emergency event occurs at the college, or involves college students or staff members. This plan extends beyond just dealing with student illness, accident, and injury (see Emergency Procedures immediately below), to dealing with natural disasters and/or other catastrophic campus-wide emergencies.

## Disaster/Emergency Plan

The college's Disaster/Emergency Plan is designated to maximize life-saving efforts for the students and employees. The purpose of the Plan is to delineate employee responsibilities, emergency procedures, campus resources and the College's relationship to the rest of the community during a disaster or emergency. The Vice President (or designee) is the Incident Commander with the authority in conjunction with the Chancellor, to declare an emergency. This Plan is available to all staff, and can be located in the various division offices, or in the Student Health Center.

## Gifts/Donations

All proposals of gifts or donations to the District are subject to approval of the Governing Board before acceptance by any employee of the District. A gift, once accepted by the Board, becomes the property of the District without conditions or restrictions, except as may have been specifically stipulated at the time of acceptance. A Donation/Gift Acceptance form (found in Business Tools on the Portal) must be completed and returned to the office of VP of Business Services.

## Listening or Recording Devices

State law in California prohibits the use by anyone in a classroom of any electronic listening or recording device without prior consent of the teacher and school administration. Any student who has need to use electronic aids must secure the consent of the instructor.

## Lost and Found

Items left in the classroom or found on campus grounds should be taken to the Campus Police Department which serves as the collection point for all lost and found items.

## Mailboxes

The college mailroom, located in the Administration Building, provides an individual mailbox for each division, department, and employee (some employees may share a box). U.S. mail, inter-district, and intra-college mail are distributed to these mailboxes on a daily basis. Employees are personally responsible for checking their mailboxes on a regular basis in order that pertinent and timely notices (e.g., time sheets for payroll, student petitions) and correspondence are not overlooked. Note that mailboxes may also be found within the Division Offices for within-division mail and notices for employees.

## Nondiscrimination

Moorpark College takes necessary steps to provide a positive educational and employment environment that encourages the full range of equal opportunities for all, regardless of race, color, religion, gender, sexual orientation, national origin, physical or mental ability, age, marital status or veteran's status.

## Parking

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A parking permit is required in all lots on campus except for the 20 and 30 minute parking stalls. Employees can obtain a parking permit from the campus police office at no charge. Decals are issued and need to be affixed to the lower left corner of the inside front windshield. Staff spaces are marked with the word "STAFF" and yellow painted lines.

All persons driving a vehicle to the Moorpark College campus are responsible for being legally parked. If the permit is not displayed as specified, the car may be ticketed. Traffic citations are the responsibility of the owner of the vehicle. Parking is valid anywhere in campus parking lots, except for handicapped zones (unless the employee member has a special handicapped permit) or fire zones. The staff parking permit is honored at all district locations.

When inviting guests to the campus, provision should be made for a visitor's parking pass. Visitor passes are available from Elizabeth Salas (Admin to the VP of Business Services). Pay parking is also available for visitors for \$2 per day.

## Publications

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Moorpark College maintains a [Publication Department](#) in order to provide printing services to the college community. All requests for printing services should be submitted through your Division Office. In completing the Publications Request form, careful attention should be given to the recommended time parameters. In case of questions regarding the complexity of a printing request, direct inquiries should be made to Publications Department personnel. Account numbers for charge-back of printing services must accompany all Publication Request forms.

<http://www.vcccd.edu/marketingphotography-project-request-form>

## Resources... Where to find Information

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### Board Agendas, Policies, and Procedures

<http://www.boarddocs.com/ca/vcccd/Board.nsf/Public>

Here you will find all the AP's (Administrative Procedures) and BP's (Board Policies) as well as the agendas with decisions from the Board Meetings. This is a great place to see current information on upcoming changes. The AP's and BP's will give insight and direction for daily processes.

### VCCCD Portal

<https://my.vcccd.edu>

Here you will find links to important announcements as well as applications that are used in the District. Your Portal is a great resource to stay up to date and to keep all your links in one place. Your monthly absentee report is submitted by a link within the Portal.

### HR Tools

<https://vcccdventura.sharepoint.com/sites/VCCCD/hrtools/Lists/forms/HR%20Tools.aspx>

Here you will find all the forms and procedures for HR needs. The list of items you have access to is dependent on your role and if you need a change in those permissions please contact your supervisor. These forms are kept up to date so it is advisable to go directly to HR Tools rather than save a local copy so that you will always have the most up to date information.

## Business Tools

<https://vccdventura.sharepoint.com/sites/VCCCD/BusinessTools/Lists/forms/BusinessTools.aspx>

Forms and procedures from purchasing to travel are located under the Business Tools. These forms are kept up to date so it is advisable to go directly to Business Tools rather than save a local copy so that you will always have the most up to date information.

## Fiscal Services Forms

The majority of forms that you will need for Fiscal Services can be found in [Business Tools](#) or [HR Tools](#). Below are a few key forms that we wanted to ensure everyone is familiar with.

### *Requisition*

You can find this form in your Division Office, Department Office, or with Fiscal Services in the Administration Building. For any purchase orders you must complete this form. If you have questions about vendors or purchasing you can refer to the [Purchasing](#) page on the District website.

### *Invoice*

You can find [this](#) form in Business Tools.

### *Journal Transfer*

You can find this [form](#) in Business Tools. Please be sure to familiarize yourself with the [Journal Voucher Guidelines](#).

### *Mileage Reimbursement Claim*

If there is no college vehicle available for college-related travel, or for other reasons if it is more desirable for the employee to use his or her own car for college business, the college may reimburse the employee for mileage costs at the current district rate for mileage. In order to receive this repayment, the college-related travel must be approved in advance by the Division Dean, to ensure that the Division budget has the necessary funds to reimburse the employee. If approved, the employee must file a Mileage Claim Reimbursement form with the appropriate Division Dean within a timely manner. You can find this [form](#) in Business Tools.

### *Travel Request*

You can find this form in your Division Office, Department Office, or with Fiscal Services in the Administration Building. Please read the [Employee Travel Procedures](#) in Business Tools for details and policies.

## MShare / SharePoint

<https://vccdventura.sharepoint.com/sites/Moorpark/>



## Sexual Harassment Policy

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It is the policy of the Ventura County Community College District to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications (including voice and e-mail telecommunications, fax machines, etc.) constituting sexual harassment as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone (employee, student, or contractor) to engage in sexual harassment. Within the Ventura County Community College District, sexual harassment is prohibited regardless of the status and/or relationship of the affected individuals.

Disciplinary action, up to and including termination or expulsion, may be instituted for behavior described in the definition of harassment set forth in this policy.

Any retaliation against a student or employee for filing a harassment charge, making a harassment complaint or otherwise being involved in a harassment investigation is prohibited. Any persons found to be retaliating against another employee or student shall be subject to disciplinary action up to and including termination or expulsion.

Any employee who receives a harassment complaint, observes, or otherwise learns of harassing behavior in the educational/business environment or workplace, must direct the concerns to the appropriate Sexual Harassment Intake Facilitator or to the Vice Chancellor of Human Resources at the District Office. Students are encouraged to follow the same procedure.

More information can be found in the Moorpark College Catalog.

## Smoking

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In the interest of the health and welfare of students, employees and the public, smoking is not permitted anywhere on the Moorpark College Campus except in parking lots. Smoking is not allowed in college- owned vehicles. Please make sure your students are aware of this policy and as you walk through campus, please remind other students who may be smoking that they need to move to a parking area. As a Student Learning college we are all responsible for the learning of all students. Please remind your students that free smoking cessation assistance is available in the Student Health Center. The Campus will be completely smoke free Fall 2016.

## Student Resources and Services

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### ACCESS

ACCESS (Accessibility Coordination Center & Educational Support Services) is the program that assures all Moorpark College classes, activities, and facilities are accessible to every qualified student.

Services are based on individual need after review of documentation with an appropriate professional's verification of disability, then consultation with ACCESS Coordinator or Disabilities Specialists/Counselors.

Special services include: learning disability assessment, counseling, interpreters for the hearing impaired, note takers, assistive technology, mobility assistance, academic coaching, registration and enrollment assistance, test-taking accommodations, Braille transcribing, electronic texts, and liaison with campus and community resources. The ACCESS Center is located on the first floor of the LMC Building.

More information, including accommodation procedures and hours of operation, can be found at:

[http://www.moorparkcollege.edu/services\\_for\\_students/access](http://www.moorparkcollege.edu/services_for_students/access)

## Admissions and Records

The Admissions & Records Office provides a variety of services including admission, residency determinations, registration and add/drop activity, transcript processing, evaluation and posting of degrees & certificates, general education certifications for transfer to the UC and CSU systems, verification and certification of student eligibility for athletics, enrollment verifications and VA educational benefits. A&R is the campus contact for MyVCCCD, and assists students and faculty with questions about online features and services, coordination and the collection of census reports, and the recording of grades and positive attendance hours. They process grade changes, academic renewals, petitions for exceptions to deadlines, course repetition, credit-by-exam, & Pass/No Pass. Additionally they manage student enrollment priority as well as reinstatements approved by Counseling. A&R also provides records under subpoena and fulfills student requests for enrollment/degree verifications.

## Associated Students (student government)

Every registered student at Moorpark College is a member of the Associated Students. The Associated Students has an elected ten member student Board of Directors who oversees the operations of the Associated Students. Each spring semester the Moorpark College student body elects the Associated Students Board of Directors. This elected student board represents Moorpark College students on campus, district and statewide participatory committees. Our mission is to give Moorpark College students a voice for their ideas and concerns. We provide leadership opportunities and encouragement for students to get involved on campus through student organizations, campus events and extracurricular activities. We inspire our students towards critical thinking, civic responsibility, advocacy, and leadership. The Associated Students Board of Directors fund campus events that are sponsored by student organizations and the college to develop student life on campus beyond the classroom. The Associated Students office is located inside the Campus Center room 152.

## Athletics

We provide a quality program of intercollegiate athletic programs that will challenge students' skills and prepare them for transfer to a four-year college or university program. Moorpark College belongs to the very competitive Western State Conference and the California Community College Athletic Association. The college provides a complete support system for the student athlete including a full time athletic counselor, two athletic trainers, an equipment manager, tutorial program, financial aid program and complete indoor and outdoor facilities.

More information, including team schedules, rosters, and athletic news can be found at:

<http://www.moorparkcollegeathletics.com>

## Behavior Intervention Team-BIT

BIT is a pro-active campus group designed to assist students who may exhibit conduct that is worrisome or could interfere with the student's ability to achieve their educational goals. This could include violations of the student code of conduct, in or out of class, as well as emotional or health related issues that give faculty or staff cause for concern. In emergencies please contact Campus Police at (805) 378-1455 and/or the Health Center at (805) 378-1413.

The BIT referral form can be found at:

<https://publicdocs.maxient.com/incidentreport.php?VenturaCountyCCD>

## Bookstore

The Bookstore operated by Barnes and Noble Education, located in the Campus Center, carries in stock the textbooks and supplies needed for all classes offered each semester. The Bookstore's days and hours are published online and in the Schedule of Classes. The Bookstore offers new, used, online, and rental textbooks to students. Students may return books for refunds the first week of the term, provided they follow a clearly specified policy that is well publicized. A book buy-back period is held each semester during the Final Exam period. Students may sell back books that are in useable condition during this period if needed for the next term.

More information, including hours of operation can be found at:

<http://venturacollege.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=78236&campusId=78236&userId=-1002&catalogId=10001&ddkey=http:BNCBMultiCampusPageCmd>

## Business Office

The Student Business Office, located in Fountain Hall, provides a variety of financial services. Such transactions include receiving payment for student fees and obligations, health center fees and childcare fees. The Business Office also sells Vista bus passes, photography, printmaking and clay cards. Student refund requests are processed through the Student Business Office. For official business, students need to show a Driver's License (or other acceptable photo ID and must know their student ID--social security number will not be accepted). Students can report any problems with parking permits, vending machines, or parking meter machines. For further information, call (805) 378-1437.

More information can be found at:

<http://www.moorparkcollege.edu/departments/student-services/student-business-office>

## Campus Police

The Ventura County Community College District Police Department employs sworn police officers who are vested with full arrest authority in the state of California pursuant to California Penal Code 830.32 and California Education Code 72330. The Police Department is recognized by, and adheres strictly to, the State of California Police Officer Standards and Training (POST) guidelines. The department has been charged with providing law enforcement, security, investigations, and parking/traffic control for students, faculty, staff and visitors on all properties owned and operated by the Ventura County Community College District. For further information, call (805) 378-1455.

More information can be found at:

<http://www.vcccd.edu/departments/police>

## Career and Transfer Services

The Career Transfer Center provides career planning and assessment, job listings, and internship and work experience information, as well as programs and services designed to support students in preparation to transferring to a four-year school. Students also have access to computerized transfer and career information, and software that assists them in developing their resume. Transfer activities and resources include: college catalogs, individual appointments with four-year school representatives, application workshops, and workshops on student success, choosing a major and choosing a college.

General open hours are: Monday/Thursday 8:00am-5:00pm, Tuesday/Wednesday 8:00am-7:00pm, and Fridays 8:00am-12:00pm.

Full service website is available:

<http://www.moorparkcollege.edu/departments/student-services/career-services>

or

<http://www.moorparkcollege.edu/departments/student-services/transfer-center>

### Child Development Center

Moorpark College has a Child Development Center (CDC) program that offers a comprehensive childcare program for preschoolers and toddlers of Moorpark College student, staff, faculty and the community.

This program enhances the cognitive, social, emotional and physical development of children through age-appropriate educational and enrichment programs including science, writing and the arts.

More information, including hours of operation can be found at:

<http://www.moorparkcollege.edu/departments/student-services/child-development-center>

### Computer/Open Access Labs

On the first floor of the Library/Learning Resources Center is an Open Access computer lab. The lab is open during the hours the library is open and is equipped with 140 computer stations which have access to the Internet, Microsoft Office, and additional educational software packages for student use. Although the use of the computers is free, there is a small charge for printing. In order to activate a printer, the student must purchase a copy card from one of the vending machines on the 1st and 2nd floors. Computers for students are also available on the second and third floors of the Library/Learning Resource Center. A computer classroom on the second floor is open to students whenever it is not reserved for library orientations.

More information is available at:

<http://www.moorparkcollege.edu/departments/student-services/library/open-access-lab>

### Counseling Office

The role of the Community College Counselor is unique and complex. Moorpark College Counselors are professional, credentialed faculty who utilize a variety of skills to assist students in reaching their goals. Title V of the California Education Code identifies three required categories of Counseling: Academic, Career, and Personal.

General open hours are: Monday/Thursday 8:00am-5:00pm, Tuesday/Wednesday 8:00am-7:00pm, and Fridays 8:00am-12:00pm.

More information, including hours of operation can be found at:

<http://www.moorparkcollege.edu/departments/student-services/counseling-office>

### Distance Education

Also see *Online Services*.

<http://www.moorparkcollege.edu/online-services>

<http://www.moorparkcollege.edu/departments/student-services/distance-education/student-resources>

### EOPS (Extended Opportunity Program and Services)

Through the EOPS Program, students can receive comprehensive services such as tutoring, academic, personal and career counseling, book vouchers/grants, student parking permits, peer advisement, and any special help that a student might need to stay in school or to prepare for a career.

More information, including hours of operation can be found at:

<http://www.moorparkcollege.edu/online-services>

## Financial Aid

The Financial Aid Office at Moorpark College is comprised of dedicated financial aid professionals committed to serving students by providing them information to secure the necessary financial resources to meet their educational objectives. The types and amounts of financial aid Moorpark College awards or recommends are subject to availability of funds, eligibility for funds, enrollment status and financial need. Moorpark College students have a variety of financial aid programs available for assistance. Programs vary in eligibility criteria, award amounts, and repayment options.

Full service website available at:

<http://www.moorparkcollege.edu/departments/student-services/financial-aid/financial-aid-online-services>

## Fitness Lab

The Fitness Center is available to students through registering for the KIN M31 course. The course is designed to develop positive habits in regard to cardiovascular efficiency, muscular strength and endurance, and flexibility.

The Fitness Center allows employees individual scheduling of lab hours through the Fitness Specialist Internship Program. Through this program employees are assigned their own personal trainer!!

More information, including hours of operation and orientation requirements, can be found by e-mailing [mcfitlab@vccd.edu](mailto:mcfitlab@vccd.edu)

## Food Services

Students can find refreshments, or grab a quick snack or sandwich on the go in the Campus Center Vending Food Court or at a food truck located on Raider Walk.

Hours of operation in Campus Center Vending Food Court are: Monday - Thursday 7am to 9pm and Friday & Saturday 7am to 12pm

## Foster Youth Resource Center

Current and former foster youth are able to study, grab a snack if they are hungry, and meet other students in this common area. There is free computer and printer access available for them.

Hours of operation in the Student Services Annex (SSA) 108 are: Monday – Thursday 10am to 3pm and closed Fridays. For more information please visit:

<http://www.moorparkcollege.edu/departments/student-services/financial-aid/foster-youth>

## Health Services/Student Health Center

The Student Health Center provides physical, mental health, and health education services to support students in reaching their academic goals. We are located in the administration building, room 111, (805) 378-1413.

<http://www.moorparkcollege.edu/departments/student-services/health-center>

Medical Services include illness assessment and treatment, sexual health exams/birth control and STD testing/treatment, health counseling, nutrition counseling, physicals for academic programs, immunizations, TB clearance and more. Most services are free, but a nominal fee may be required for all lab work and medications. All services are CONFIDENTIAL, and non-punitive help is available for health problems resulting from drug use and other addictive behaviors.

Mental Health Counseling is available for life issues, test anxiety, ongoing or emerging mental health conditions, and crisis intervention. Counseling is short-term and free of charge.

Health Education presentations are available about our services and various health topics. Mindfulness Training offered weekly.

**Medical Withdrawals:** Students, due to a severe illness or injury, who are unable to attend class for a substantial length of time, should contact the Student Health Center regarding their eligibility for medical withdrawal. Verifiable documentation of circumstances will be required.

**Campus-Related Accidents:** College-related student accidents need to be reported within 24 hours of occurrence. It is the student's responsibility to report the accident to an instructor, college trainer, or directly to Student Health Center. All student accident reports and insurance claims are processed through the Student Health Center. The Student Health Center will help students complete accident reports, insurance claims, and answer any questions.

## Honors Program

The purpose of the Moorpark College Honors Program is to enable well prepared and motivated students to undertake and complete especially challenging course work that prepares them for transfer to four-year institutions. The program offers exciting and novel learning experiences to students who are committed to excellence. Through special projects and unique learning activities, honors classes provide a forum for creative thinking and critical judgment. Honors course work promotes precision of thought and expression as the necessary tools for continued academic success.

More information, including entrance/exit requirements, can be found at:

<http://www.moorparkcollege.edu/departments/student-services/honors-program>

## International Students

The International Student Program assists incoming and enrolled students who hold an F-1 visa. An international student is anyone enrolled in courses in the United States who is neither a permanent resident nor a citizen of the United States. The International Student Office assists and supports students in their admission process, orientation to Moorpark College and United States customs, immigration issues, and other academic and personal related issues and concerns while attending Moorpark College. The International Student Office is located in the Outreach Office, FH 118E.

More information, including hours of operation can be found at:

<http://www.moorparkcollege.edu/departments/student-services/international-student-program>

## Internships/Work Experience

Also see *Career Services*.

To view available Internship opportunities, visit:

<http://www.moorparkcollege.edu/departments/student-services/career-services/campus-jobs/jobinternships>

## Language Lab

Moorpark College offers coursework in Spanish, French, German, Chinese, Italian, and Japanese. Mastering the intricacies of a modern language takes time and practice. The Language Lab provides students a place to work on required class activities that include careful listening as well as pronunciation and speaking practice.

More information, including hours of operation can be found at:

<http://www.moorparkcollege.edu/departments/student-services/language-lab>

## Library

The Moorpark College Library serves all currently enrolled students, faculty and staff, and members of the community. With more than 100,000 volumes and more than 250 periodical subscriptions, the library's collection includes books, eBooks, periodicals, CDs, microfilm, DVDs, and more than 50 databases. We are always interested in improving our collection and services, so please feel free to make suggestions.

Full-service website available at:

[http://www.moorparkcollege.edu/services\\_for\\_students/library/index.shtml](http://www.moorparkcollege.edu/services_for_students/library/index.shtml)

## New Student Orientation

To help ensure success in achieving their academic goals, all students are encouraged to participate in planning, assessment and orientation sessions.

Recommended steps for all NEW students entering Moorpark College can be found at:

<http://www.moorparkcollege.edu/steps-for-new-students>

## Online Services

*Also see Distance Education*

Moorpark College offers many online courses and services, providing better access to a college education for a greater number of students who would not otherwise be able to attend college.

More information, including links to the various services, can be found at:

<http://www.moorparkcollege.edu/online-services>

<http://www.moorparkcollege.edu/departments/student-services/distance-education/student-resources>

## Outreach Office

The mission of the Outreach program is to increase and sustain enrollment at Moorpark College by providing comprehensive pre-admissions advising, ensuring access and knowledge to campus resources, and actively promote interest and increase knowledge of academic and career programs offered at Moorpark College. The Outreach department serves as the central location for request of information and is currently located in Fountain Hall, room 118E. Trained Student Ambassadors conduct the campus tour program, highlight student services and coordinate visits with prospective students, school sites and the community.

More information, including a link to the Campus Outreach Calendar, can be found at:

<http://www.moorparkcollege.edu/outreach>

## Scholarship Office

The Scholarship Office provides many resources to students in their search for scholarships. We offer one-on-one assistance to educate students on the scholarship process including how: to win scholarships; search for scholarships; write personal statements; get letters of recommendation, and improve them as a great scholarship candidate.

More information, including hours of operation, can be found at:

<http://www.moorparkcollege.edu/departments/student-services/scholarship-office>

## Student Activities

Students achieve success more consistently if they feel a connection to the campus where they attend classes. These friendships and activities contribute to teach student's future success. From student government to a variety of interest-based student organizations. Moorpark College offers students various ways to be involved on campus.

The Student Activities office encourages student life on campus by overseeing the Associated Students (student government) and student organizations in addition to hosting and sponsoring campus events. These extracurricular activities allow students to learn leadership, civic responsibility, and appreciation of diversity. All students have the opportunity to get involved in campus life by participating in student organizations, student government, being a student representative on college committees or attending campus activities. Students who get involved in campus life will discover their own uniqueness and potential through practical applications of critical thinking, civic responsibility, and leadership. Find out how to become involved by stopping by the Student Activities office inside the Campus Center.

More information, including hours of operation, can be found at:

<http://www.moorparkcollege.edu/departments/student-services/student-activities>

## Student Organizations

There are over 40 recognized student organizations at Moorpark College, including but not limited to Anthropology, Business Students Association, Engineering, Chemistry, FLEX, French, Film Studies, History, International, Outdoor Adventures, Physics & Astronomy, and Veterans Student Association.

More information, including a complete list of student organizations, can be found at:

<http://www.moorparkcollege.edu/departments/student-services/associated-students/student-organizations>

## Veterans Resource Center

Veterans Resource Center provides certification of benefits, academic counseling, a place to study, computer and printer access, tutoring and much more. If you need help getting your benefits started, this is the place to go. Located in the Student Services Annex – Hours: Monday – Thursday 10AM – 3PM, Closed Fridays.

For more information, please visit:

<http://www.moorparkcollege.edu/departments/student-services/veterans-services>

## Union Membership

For information on the Union Contract please visit:

<http://www.vccd.edu/departments/human-resources/contracts>

SEIU Local 99 website: <http://seiu99.org>

## Wellness Program and Personal Training

Look for information at the beginning of each term for Personal Training and Wellness Opportunities through our Kinesiology Students. There are many opportunities to get fit, stay fit, or just be active. Our Student Health Center also puts out a lot of information about wellness along with presentations at various times throughout the year.