

Community Services/Fee-based Guidelines

Welcome to Community Education's Community Service/Fee-based Program. This program is intended to meet the community's educational, vocational, and cultural enrichment needs. This program is self-supporting and does not receive any state funding. Below are general guidelines to familiarize you with the functions of the program. We hope you enjoy your experience with our program.

Registration & Attendance

All registered students will be listed on your class roster. Students must be registered to attend class. Rosters are available for download at the myHancock portal. For specific instructions on accessing your roster, see page 3.

1. **Print Roster:** Please print your roster as close to the class start date as possible, as some students may register at the last minute. See page three for instructions on printing rosters.
2. **Registration:** Community Education has transitioned to a new registration process. **Walk-in registration in class is no longer allowed. All students must be pre-registered.** Students cannot attend class without being registered.
3. **Take Attendance:** On the first day of class, please ask students to **initial next to their name under the Total column** (see sample roster on pg. 4). Thereafter, as you call roll, **check mark dates of attendance.** See sample roster (p.4).
4. **Submit Roster/Attendance:** **Please submit a copy of your roster (reflecting student initials and/or attendance confirmation). Keep the original roster until the end of the class session and submit to Marti Moreno.** Ensure you download an up to date roster as some students may register after you class begins.

Absence

If you need to be absent due to a medical or other emergency, please call our office immediately at 922-6966 ext. 3209. Please speak with Marti Moreno (ext. 3286) or Vickey Smith (ext. 3492). If unavailable, speak with a staff member and give the class name, CRN number, time/day of class. Please do not leave a voice message. Ensure you speak with someone and call us in a timely manner to allow adequate time to call students and post a sign on the classroom door.

Evaluation Forms

Please allow a few minutes at the end of class to distribute and collect evaluation forms from students. Please submit them to Marti Moreno in Community Education. You may obtain a supply of evaluation forms from the Community Education office or print them from online from the Community Education link and under Faculty Resources.

Flyers and Publicity

To request a flyer to promote your class, please contact the fee-based Coordinator, Vickey Smith (ext. 3492, vickey.smith@hancockcollege.edu). All instructors receive 100 flyers free of charge. If you need more than 100 flyers, you may pay to have them printed by Campus Graphics or an off-campus print vendor. Please submit requests for flyers as soon as possible but no later than 30 days prior to the class start date. Fee-based classes are listed in Spectrum, the Community Education schedule of classes, and listed online in Class Search. If you wish, you may submit a request to develop a news release for your class by completing a publicity request on myHancock, Worktools Tab, Public Affairs Publicity Request/Event Calendar. Instructors are encouraged to promote their classes. Publicity posts can be created and posted to our Community

Education Facebook page with approval. Please like us and spread the word in your classes about our page to keep students updated with college activities and class information <https://www.facebook.com/HancockCommunityEducation> Any print publicity must be approved by the office of Public Affairs.

Mail

If you request it, a mailbox will be created for you in Community Education, building S. Please check your mailbox periodically for student messages or mail. If you wish students to contact you, we encourage you to give them your AHC email address.

Minimum Enrollment

Fee-based classes have a minimum enrollment requirement of ten. If enrollment is below ten one week prior to the class start date, please contact Marti Moreno (ext. 3286) as the class is subject to cancellation.

Class Schedule

Class days and times should not be changed once classes have been advertised in the Spectrum schedule of classes.

Payment/Payroll

Payment requests for instructors are submitted to Payroll on the 10th of each month. A check is processed for you the last day of the month and is normally mailed to your home. Payment is based on class enrollment. **Be sure all students attending are registered and you have submitted a signed/dated class roster by the 7th of the month.**

Photocopies / Handouts

Fee-based instructors can purchase photocopies from Campus Graphics or any off-campus vendor they choose. You may contact Robert Nourse at extension 3249 in Campus Graphics to set up an account. Photocopies are not covered by class enrollment fees.

Important Contact Numbers: If you have an Emergency call 911.

Santa Maria Campus	Lompoc Valley Center Campus
Evening & Weekend Maintenance Dept. 354-2462-evenings or 354-2471-Saturdays	922-6966 ext. 5204 available until 9pm M-Th
Campus Police 922-6966 ext. 3652	Campus Police 922-6966 ext. 5652
Community Education Numbers:	
Community Education Front Office	922-6966 ext. 3209
Vickey Smith, Interim Coordinator, Community Ed	922-6966 ext. 3492
Marti Moreno, Community Ed. Tech III	922-6966 ext. 3286
Sofia Ramirez Gelpi, Dean, Academic Affairs	922-6966 ext. 3325

myHancock Portal

The myHancock portal is a gateway to all college Web-based services. The portal allows you to access class rosters and web mail. Based on your login, the portal recognizes your role (i.e., student, faculty, staff, etc.) and displays tabs and channels accordingly. You can access the portal 24/7 both on and off campus from any computer with an Internet connection. The portal login page can be found by clicking the myHancock button in the top right corner of the www.hancockcollege.edu home page. If you do not know your user name or password, please call 922-6966, ext. 3345 or email the ITS helpdesk at

helpdesk@hancockcollege.edu. All Community Education instructors are required to gain access to the portal. Please email Anna Rice at arice@hancockcollege.edu to attend training on campus.

Accessing the myHANCOCK Portal & Your Roster

It is important that you print your class rosters to confirm that students who attend class are registered. Instructors should also regularly check their AHC email account as this is the primary means of AHC communication.

Printing Class Rosters & Accessing AHC Web Mail

1. Go to the AHC Homepage: <http://www.hancockcollege.edu> and click “myHancock” in the top right corner.
2. Enter your user name and password (see instructions below). If you are unable to log-in, please click Forgot Password. If you are still unable to log-in, click “Still having problems logging in?” These links are found below the User Name and Password boxes.
3. Once you log-on, you can access your official AHC email account by clicking “Web Mail” in the top right corner.
4. To access class rosters, click on the “Faculty” tab. After you click on the “Faculty” tab, you will see a box title “My Faculty Stuff.” Click on “Class Roster Search” in this box.
5. Highlight the current term and click “Set Term.” Scroll down to “Fast Lane . . .” Enter your 5-digit CRN. Click the circle next to “Printable Roster,” then click “Submit.” You should now see your roster showing students currently enrolled in your class.
6. To print the roster, click “Print Roster.” You will need to print the roster in landscape orientation. You may also have to change options on your print menu to ensure proper printing on your particular printer. There is a computer and printer available for faculty use in Community Education.

<u>USER NAME</u>	<u>PASSWORD</u>	<u>AHC EMAIL ADDRESS</u>
firstname.lastname	Ahc!YYYYMMDD Enter your birth date in this format Password is case-sensitive	firstname.lastname@hancockcollege.edu

7. Please ensure all students that are attending are registered and submit a signed/dated class roster to Marti Moreno by the 7th of the month.

Roster Example

Excel Download		Allan Hancock College Summer 2012 Community Education						
CRN	SUBJ	CRSE	CREDITS	COURSE TITLE				
11218	CSFT	8000	.00	PHYSICAL FITNESS LAB				
INSTRUCTOR(S) - (P)primary				TYPE	DAYS	TIME	BLDG.	ROOM
Dutra, Cross (P)				Other method or unspecified	TBA	-	N	13
CRITICAL DATES								
Start Date: 18-JUN-2012				Last Date to drop without a "W": 08-AUG-2012				
End Date: 08-AUG-2012				Last Date to drop with a "W": 08-AUG-2012				
Last Date to add class: 08-AUG-2012				Census Date: 08-AUG-2012				
Last Date to drop with a refund: 21-JUN-2012								

<table border="1"> <tr> <th>Seats</th> <th>Taken</th> <th>Available</th> </tr> <tr> <td>700</td> <td>12</td> <td>688</td> </tr> </table>			Seats	Taken	Available	700	12	688	As of: 19-JUL-2012 03:46:43																											
Seats	Taken	Available																																		
700	12	688																																		
			Week																																	
			Date				19																													
Student Name	ID	Reg	Total	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa	Mo	Tu	We	Th	Fr	Sa									
1 Alexdandes, Star	H12345678	RW	SA																																	
2 Grimsley, Wym	H12345678	RE	WG																																	
3 Hurtado, Kerat	H12345678	RE	HK																																	
4 Inag, Yee	H12345678	RE	Y?																																	
5 Meerquez, Marcky	H12345678	RE	MM																																	
6 Meerquez, Unic	H12345678	RE	UN																																	

Check mark dates of attendance

At the first class meeting, please ask students to initial next to their name in the Total column
 Please sign and date at the bottom of the roster.

Instructor's Signature Date