



COMMUNITY EDUCATION

Noncredit Faculty Orientation

Fall 2026

Agenda

1. Community Ed. Staff

2. Building S Hours

3. Faculty Responsibilities

4. Policies & Procedures

5. Attendance & Reporting

6. Resources & Support

7. Marketing & Promotion Requests

8. Open Discussion

Continuing Ed. Staff



Dean: Alicia Paniagua | alicia.paniagua@hancockcollege.edu | ext. 3325

Admin III: Gabriella Trevino | gabriell.trevino@hancockcollege.edu | ext. 3467

Admin II: Rose Delgado | rose.delgado@hancockcollege.edu | ext. 3587

Public Affairs Specialist: Francisca Perez | francisca.perez@hancockcollege.edu | ext. 3286

Community Education Specialist - Fee Based: VACANT

Program Technician: VACANT

Continuing Ed. Staff

Coordinators

Serve as the first point of contact for faculty, implement local and state curriculum policies and initiatives, and assist the dean with scheduling

- Andria Perdue-Keiser | akeiser@hancockcollege.edu | ext. 3701
 - ELDN, ELDV
- Dana Avila | danaavila@hancockcollege.edu | ext. 3242
 - BARB, BASK, DISA, TRCK,
- Delicia Navarette | delicia.navaret@hancockcollege.edu | ext. 3492
 - CITZ, CCNC, HEAL, HOEC, SEWN, VOCE, WKPR, OLDR

Noncredit Support Staff

- **Front Counter Staff:** Students' first point of contact, register students, processes fees
- **Student Navigators:** Outreach, participate in community events, intentional student support, manage Signal Vine

Lompoc Valley Center & Santa Ynez Valley Center

Christine Grelk, Coordinator

Assists with room access, issuing keys, and getting a mailbox, copy code etc.

- cgrelk@hancockcollege.edu
- (805) 735-3366 Ext. 5215





Office Hours

Building S

Monday – Thursday | 8am-7pm

Friday | 8am – 4pm

**S-102 is an instructor workstation that is available after hours.*



Contact Information

Applications, Registration, and Enrollment Assistance

For help with applying to Allan Hancock College, registering for classes, enrolling, or student records.

Text: (805) 922-6569 | Phone: (805) 345-2315, ext. 3248 | Email: Admissions_Help@hancockcollege.edu

Noncredit Counseling

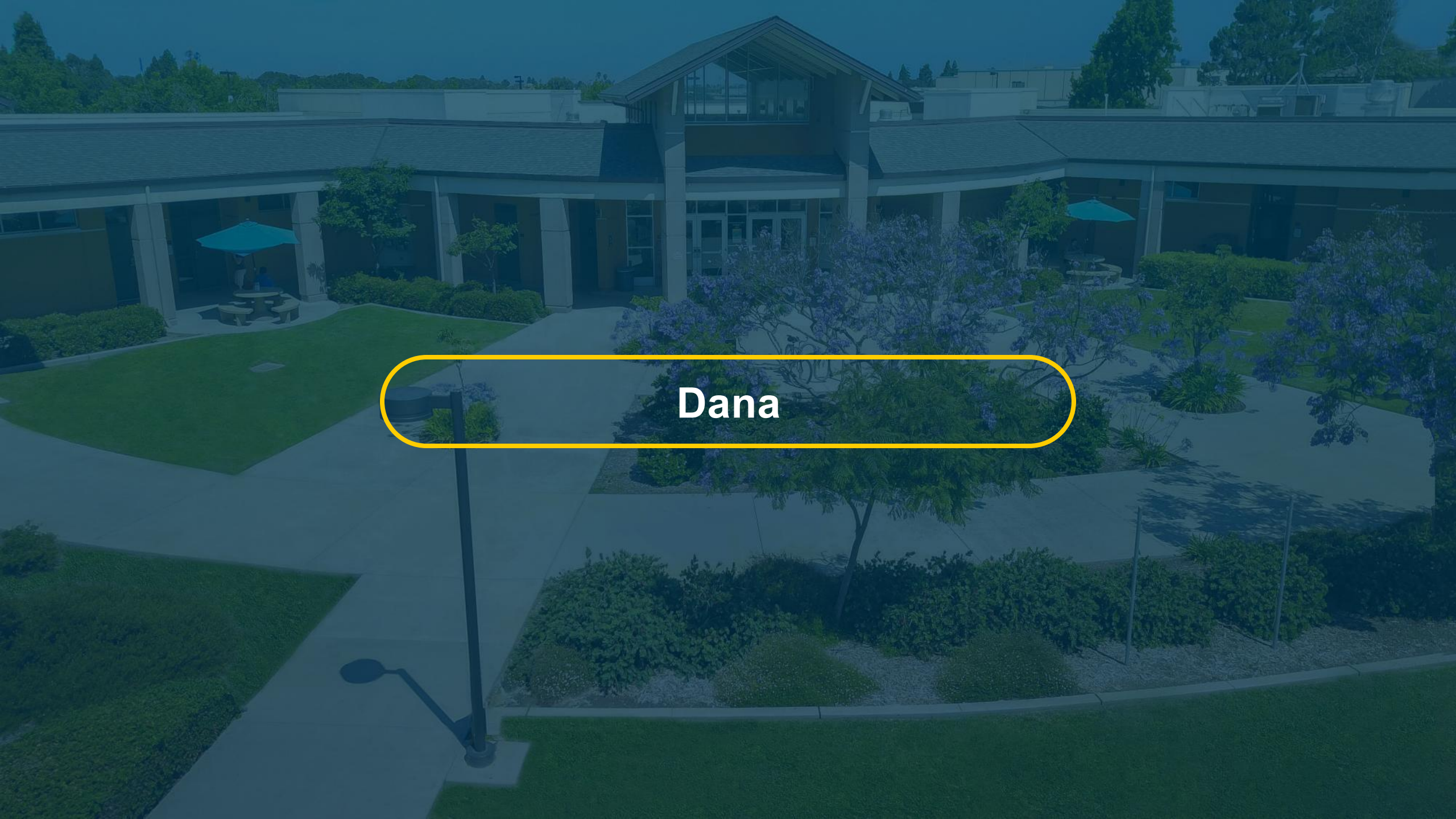
For educational planning, student support services, certificates, career pathways, and guidance for noncredit students.

Phone: (805) 345-2315, ext. 3740 | Email: NoncreditCounseling@hancockcollege.edu

Community Education Programs and Classes

For questions about Community Education classes, fee-based classes (College for Kids), noncredit programs, program requirements, orientations, schedules, or general program information.

Text: Text **HELP** to (805) 214-4655 | Phone: (805) 345-2315, ext. 3209 | Visit: [Community Education Webpage](#)

An aerial photograph of a modern building's courtyard. The building has a central entrance with a gabled roof and large glass windows. The courtyard is paved with light-colored concrete and features a central tree with purple blossoms. There are green lawns, shrubs, and two teal umbrellas over outdoor seating areas. A yellow rounded rectangle is overlaid on the image, containing the name 'Dana'.

Dana

Faculty Responsibilities

1. READ YOUR BARGAINING AGREEMENT

- Know your rights and responsibilities.

2. NOTICE OF ASSIGNMENT

- Outlines your contractual hours
- Shows your pay rate and frequency of pay
- Must be signed to get paid
- Subject to change
- For questions, contact Admin III [Gabriella Trevino](#)



Faculty Responsibilities

3. KEY REQUESTS & PROCESS

- Admin II manages key requests
- All keys and fobs for cabinets and off-site locations need to be returned at the end of every semester to Admin II
- Key Codes are assigned by Campus Police (CP) – BuildingS2
 - If you forget your code, contact CP.

4. ROOM ASSIGNMENT

- Visit and inspect your classroom and technology setup before classes begin
- If there are any issues, submit ticket for IT/Facilities
- Email Admin II and CC your Coordinator



Faculty Responsibilities

5. SYLLABUS

- MANDATORY: Syllabi must be emailed to Admin II by August 31.
- [Syllabus Checklist](#)
- [Syllabus Template](#)
- [Course Outline of Record](#) (COR)
- Syllabi are subject to AUDIT!
- Incorporate student complaint process:
 1. Talk to your instructor
 2. Talk to the coordinator
 3. Talk to the dean

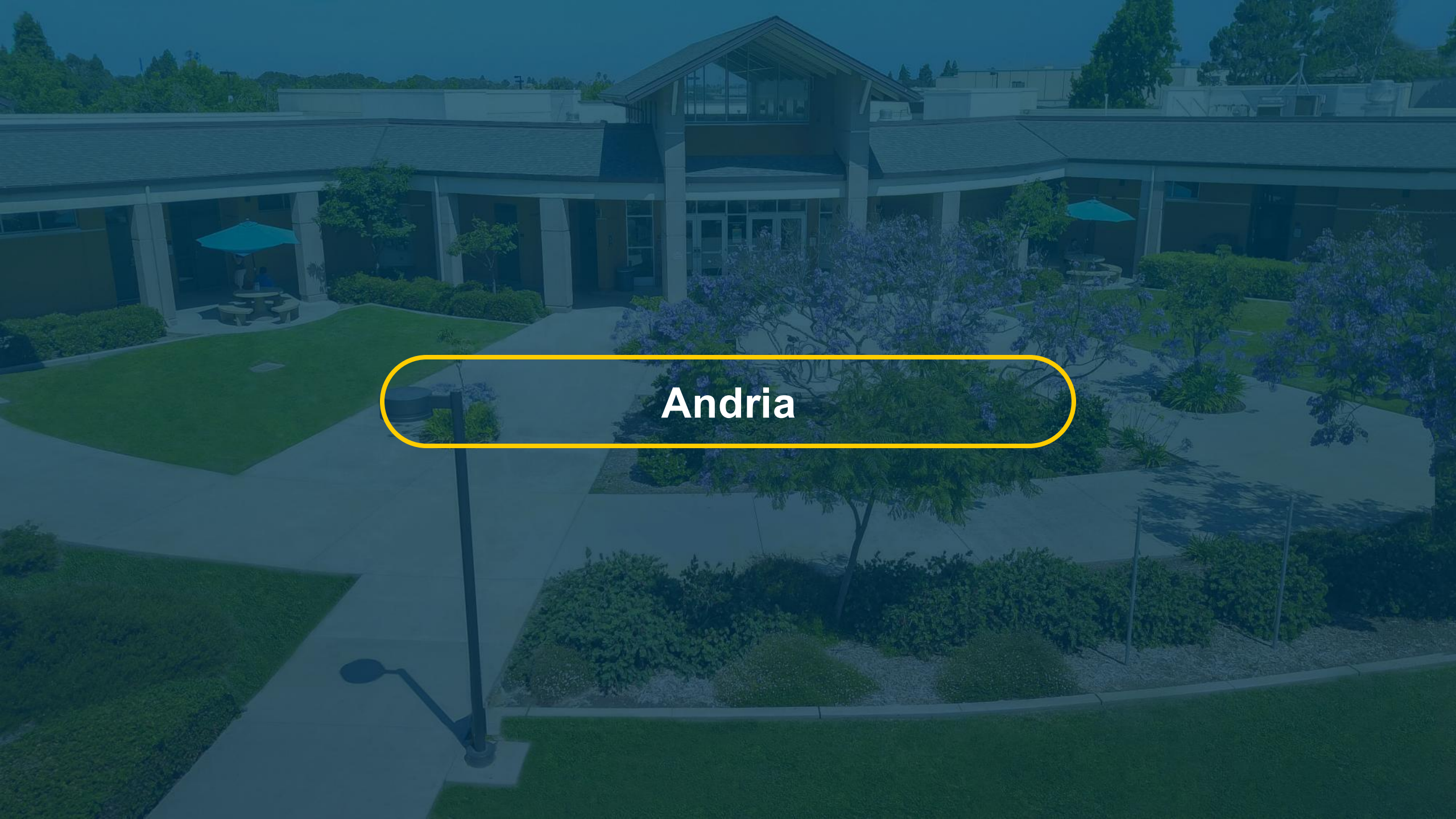
Faculty Responsibilities

6. FIRST TWO WEEKS CANCELLATIONS

- Noncredit classes typically require a minimum of **15**
- **students** officially enrolled **and** regularly attending
- **To boost enrollment and possibly avoid class cancellations:**
 - Contact students and/or send them reminders about your classes
 - Request Signal Vine messages for each section through your coordinator
 - Encourage students to invite others to join the class (noncredit courses are FREE!)

7. STUDENT ADD & CENSUS AND DROP ROSTERS

- **DO NOT drop students who have hours**
 - Exception: ELDN sections with waitlists for the first two weeks only!
- It's important to drop students with ZERO hours by the end of the first and second week of each term.
- **Any students with zero hours must be dropped BEFORE the last day of class, as it may prohibit PA submission**
- [Link to Drop Students](#)
- Use the [Instructor Drop Form \(Admissions Override\)](#) if you receive an error message when dropping a student online, resulting in the drop not going through.



Andria

Faculty Responsibilities

8. ATTENDANCE

- First Week Attendance Report
 - Submit at the end of the first week for each section.
- [Positive Attendance Updates](#)

9. [SP GRADING INSTRUCTIONS](#)

- If you are teaching a class that has been as identified as a CDCP class AND is set up for the “SP” grading, you will enter the SP/UG grade for each noncredit student
- As per Title 5, only courses with the following prefixes may be identified as CDCP courses with the “SP” grading: **BASK, CITZ, ELDN, ELDV, TRCK, VOCE, WKPR**
- All other noncredit programs (HEAL, HOEC, PARN, DISA, OLDR) DO NOT enter grades
- Unsure of the grading designation for your class, contact your program coordinator.

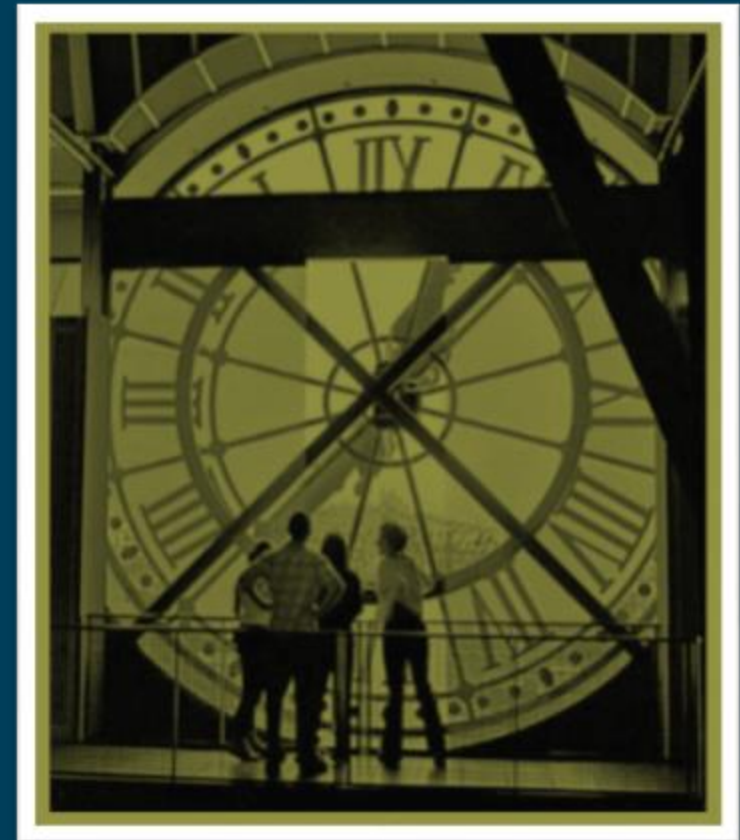
Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

Passing Time

The other ten minutes of the clock hour:

- Each clock hour is composed of one class hour segment, and a segment referred to as "**passing time**" or "**break time**"
- No additional attendance may be claimed for the 10-minute segment except for multiple-hour classes
- The 10-minute break time permitted in each clock hour **may not be accumulated** during a multi-hour block scheduled class to be taken at the end of the session and be counted for FTES purposes



California Community Colleges
Calculation of Contact Hours

Session Minutes	Hrs:Min	Contact Hours
50	0:50	1.0
55	0:55	1.0
60	1:00	1.0
65	1:05	1.3
70	1:10	1.4
75	1:15	1.5
80	1:20	1.6
85	1:25	1.7
90	1:30	1.8
95	1:35	1.9
100	1:40	1.9
105	1:45	1.9
110	1:50	2.0
115	1:55	2.0
120	2:00	2.0
125	2:05	2.3
130	2:10	2.4
135	2:15	2.5
140	2:20	2.6
145	2:25	2.7
150	2:30	2.8
155	2:35	2.9
160	2:40	2.9
165	2:45	2.9
170	2:50	3.0

Session Minutes	Hrs:Min	Contact Hours
175	2:55	3.0
180	3:00	3.0
185	3:05	3.3
190	3:10	3.4
195	3:15	3.5
200	3:20	3.6
205	3:25	3.7
210	3:30	3.8
215	3:35	3.9
220	3:40	3.9
225	3:45	3.9
230	3:50	4.0
235	3:55	4.0
240	4:00	4.0
245	4:05	4.3
250	4:10	4.4
255	4:15	4.5
260	4:20	4.6
265	4:25	4.7
270	4:30	4.8
275	4:35	4.9
280	4:40	4.9
285	4:45	4.9
290	4:50	5.0
295	4:55	5.0

Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

Multiple-hour Class Example

7:00 pm to 10:05 pm

- 7:00 to 9:50 = 3 hours
- Partial Class Hour 9:51 – 10:05 = 15 min
- $15/50 = 0.3$
- Total Contact Hour = 3.3
- Includes 20 min of "break" time

**Breaks may not be accumulated and taken at the end. However, when a section is scheduled over a full day, breaks can be combined for a "lunch" break w/o change in attendance*

Attendance Accounting

Please take care to be timely, complete, and accurate in your attendance accounting.

First Week Attendance

- Due by the end of the first week: 8/23, 10/11, misc. (for sections with alternate start dates)
- We are no longer using the paper form
- A digital form is on the CE website, and it will also be emailed

Daily Attendance

- Daily attendance per class session is required
- Verify your roster is updated
- People who are not registered for the class are not permitted to be in attendance (liability issue)

Monthly Roster Submission

- Due on the following dates: 9/1, 10/1, 11/2, 12/1, 12/14
- Make sure rosters are signed and dated
- You must keep a copy of your PA rosters and grades for three years



Faculty Responsibilities

10. New Process to Access Student Contact Information

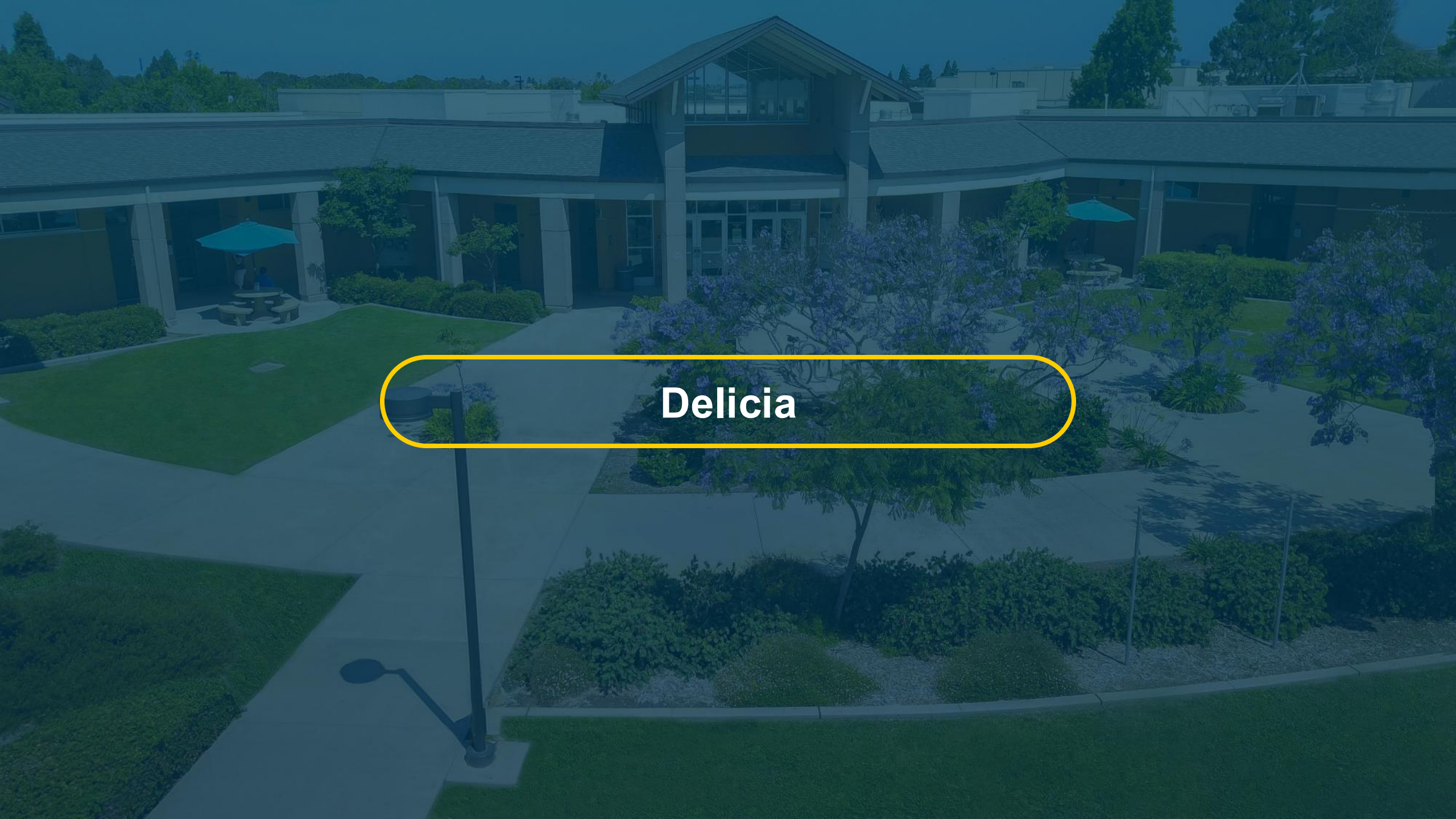
Due to Banner 9 updates, there are two ways to access student contact information.

- When on a campus faculty computer, go to **Faculty Tools > Search Class Rosters** for Excel phone number rosters
- Go to **MyHancock > Faculty Tools > Rosters & Attendance > MyRoster > Search for CRN > Click on White Space > Hover over each student's name to populate email and phone number one by one.**

Faculty Responsibilities

11. FACULTY LEAVE OF ABSENCE

- [Noncredit Faculty Resource Page](#) is where you can find the leave of absence form and other helpful resources
- If you have an emergency and need to be absent
 - Directly contact front-counter staff at (805) 345-2315, ext. 3248 or (805) 922-6966, ext. 3815
 - to request a note on your door (on-campus sections only)
 - to request a Signal Vine text to students
 - Email your coordinator and Gabby
 - Complete the [Leave of Absence Request/Report Form](#) within 3 days of absence
- Planned Absences for Illness or Personal Necessity (Leave Article 9 of [CBA](#)).
 - When applicable, personal necessity must be approved in advance
 - Contact your dean prior to submitting the request with the reason and copy Gabby and your coordinator
 - When you are absent, please notify your coordinator and arrange for a qualified substitute if available

An aerial photograph of a modern building's courtyard. The building has a central entrance with a gabled roof and large glass windows. The courtyard is paved with light-colored concrete and features a central tree with purple blossoms. There are green lawns, shrubs, and two teal umbrellas over outdoor seating areas. A yellow rounded rectangle with the word "Delicia" is overlaid on the image.

Delicia

Faculty Responsibilities

12. FIELD TRIP REQUEST

- All field trips must be pre-approved by the dean, cannot be mandatory, and require instructors to submit a Request for [Field Trip Approval form](#) at least two weeks in advance
- For off-campus field trips, attending students must complete an [Acknowledgement and Assumption of Potential Risk form](#), as outlined in BP/AP 4300: Field Trips and Excursions.



Faculty Resources

Campus Graphics

- Opens M-F at 7:30 a.m. | Closes M-Th at 7:00 p.m. and F at 4:00 p.m.
- Develop class materials in a timely manner and submit online
- Department copier is only for positive attendance reporting

Mailboxes

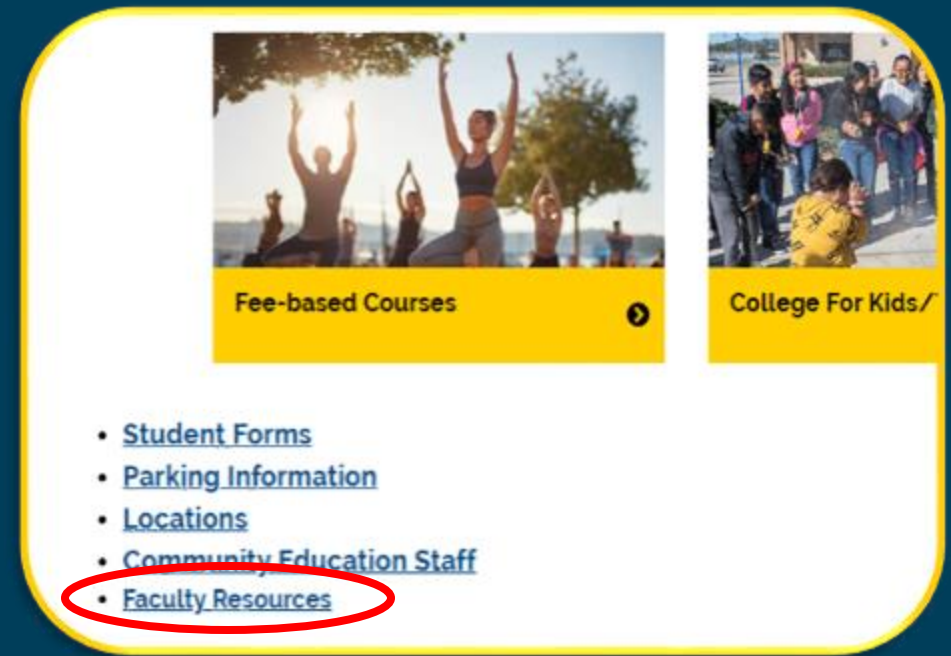
- Santa Maria building S
- LVC Building 2
- SYVC Main Office

Part-Time Faculty Association (PFA)

Staff Parking Permits

- Register your vehicle through your portal

**FYI: Any Canvas materials must be ADA compliant.*



Marketing & Promotion Requests

Faculty Resources → Requests for Marketing & Promotion

- **Plan:** 4–6 weeks ahead preferred
- **More than flyers:** Social media, web, email, photo/video, advertising, digital screens, & more
- **Media relations:** For newsworthy stories and opportunities
- **Paid promotion:** Planned each term with the Dean
- **Funding:** Coordinator + Dean approval required
- **AI images:** May not be used in AHC marketing materials
- Dean approval required for Press Releases

Have an idea? Reach out early!
Many options have little or no cost.

Francisca Perez

Public Information Specialist | Ext. 3286



CFK 8327:
SPOOKY TREATS FOR KIDS!
COMMUNITY EDUCATION, COLLEGE FOR KIDS

Young chefs will step into the kitchen to create spooky Halloween-themed treats such as mummy Rice Krispies treats and pumpkin marshmallow pops. Students will learn basic kitchen skills, explore their creativity, build confidence in a fun, hands-on environment, and take home their tasty creations!

This class is designed to be nut-free friendly. Enrollment is limited to 15 students. Register early to reserve your spot.

COURSE DETAILS

- **DATE:** Saturday, October 31, 2026
- **TIME:** 12:15-1:30 p.m.
- **LOCATION:** Building S, Room 107
- **AGES:** 6-10
- **COURSE FEE:** \$30
- **MATERIALS FEE:** \$10
- **INSTRUCTOR:** Fatima Luquin

Contact Us
805-347-7553
communityeducation@hancockcollege.edu
hancockcollege.edu/communityed/cfk.php

Scan here to register!

ALLAN HANCOCK COLLEGE
COLLEGE FOR KIDS

TUITION-FREE
Green Landscaping and Gardening Certificate
Start or Manage a Landscaping Business!



805-347-7553

www.hancockcollege.edu/communityed



HANCOCK



Reporting Concerns

Report it!

- Sexual Misconduct
- Unlawful Discrimination
- Student of Concern
- Disruptive Behavior/Conduct Violation
- Academic Dishonesty
- Basic Needs
- Student Complaint/Grievance
- Grade Review

Bulldog Intervention Team (B.I.T)

- AHC strives to provide a safe environment for all who study, visit and work here
- If you feel the need to report behaviors that concern you for the safety of our faculty, staff or students, procedures are in place for addressing disruptive, suspicious, or unusual behavior.
- [B.I.T. Referral Form](#)

Accident Reports & Guides

- [Active Shooter Guidebook](#)
- [Distressed Students Response Protocol](#)
- [Victim Resource Guide](#)



BP 6541

Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs

BP 6541 REPORTING INJURIES

All student injuries will be immediately reported on District Accident Report Forms by the instructor, or if the student is sent to the Health Office, by the Nurse.

All injuries to District employees, student workers, and volunteers will report the incident to their supervisor who will report the incident immediately to Human Resources.





Bulldog Essentials

Bulldog Essentials

- Basic Needs | Building A-209
- Start with Needs Assessment
- Connects students with on-campus and community resources concerning clothing, childcare, emergency funds, food, hygiene, health, technology support, school supplies, shelter resources, and more.

Food & Physical Wellness Resources

- Food Pantry | Building J-100
- Clothing Closet | Building J-101
- Provides students with fresh food, CalFresh support, free clothing, and hygiene resources.

**Services are ONLY provided to enrolled students.*

Noncredit Counseling

How They Help:

- Noncredit Summit | Tuesday, September 29 from 5:30-8pm
 - Register using the emailed link
- Student Educational Plans (SEP)
- Academic/Career/Personal Counseling
- Workshops
- Noncredit to Credit Transition

To Make an Appointment:

- Santa Maria Campus x 3740
- Lompoc Valley Center x 5178
- Santa Ynez Valley Center x 6604

AIM to Dream Center

How They Help:

- Dream Club
- FREE Immigration Legal Services
- AIM to Dream Workshops
- Dream Act Support
- Scholarships
- CA Undocumented Resources

To Make an Appointment:

- **Amalia Jimenez Chavez**, Coordinator, AIM to Dream Center
- amalia.jimeneztrejo@hancockcollege.edu | 805-922-6966 Ext. 3179





COMMUNITY EDUCATION

Questions?

Thank you!